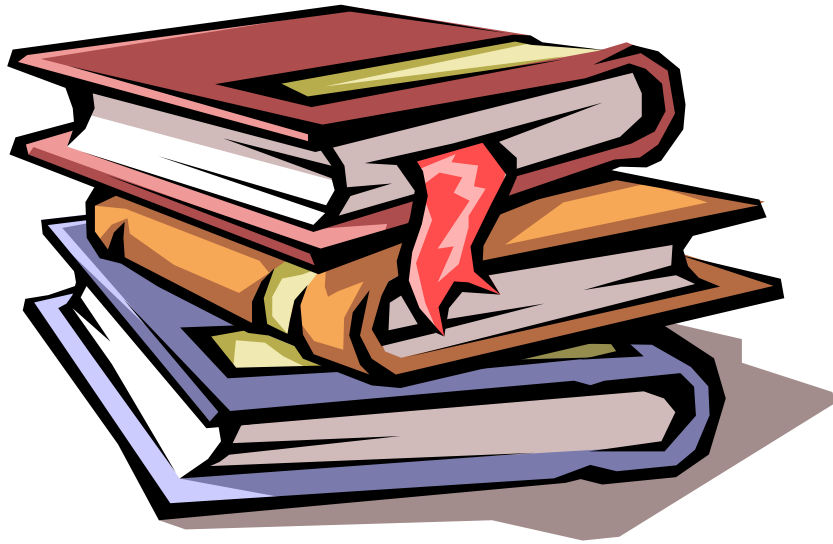


Rapid Discovery Centers Fall Program

(Knollwood, General Beadle, Horace Mann, Rapid Valley and Valley View Elementary Schools)



Parent Handbook

The Rapid Discovery Centers (RDC) provide a safe and supervised setting that will offer many fun and creative learning opportunities for children in grades K-5. Individual and group activities will be designed to improve school performance, utilize technology, promote good character, encourage healthy behavior, and increase exposure to arts and culture.

***(We will be starting the year by calling each family and letting you know if your application has been accepted or if you are on our waiting list.)**

Registration Information

1. Any student in grade K-5 attending HM, KN, GB, VV or RV is eligible to participate in the Rapid Discovery Centers Program.
2. Registration forms must be completed and returned to the Site Coordinator BEFORE your child can attend the Rapid Discovery Center (*RDC).
3. Read this handbook carefully. You are responsible for the information contained in it. Please contact the Site Coordinator or Desmond Keller if you have any questions.
4. It is the responsibility of the parents to keep the Site Coordinator up-to-date on all information pertaining to their child. (Phone numbers, health information, emergency contacts, as well as schedule changes.)
5. The RDC will only be responsible for those children who sign in on any given day. The RDC will not be responsible for children who are scheduled to attend the program but do not show up. However, we will make every effort to contact the school office and parent/guardian to locate the child.
6. It is the responsibility of RDC to notify a parent when there is a significant change in the center's services or policies.
7. RDC welcomes parent involvement in program development. Parents are encouraged to share any concerns regarding their child's health, development, or behavior.

General Information

Start Date	September 4 th , 2018
Hours of Operation.....	School dismissal to 6:00PM
Days of Operation*	Monday through Friday
Desmond Keller, Director.....	394-5120
General Beadle Coordinator, Erin Hughes.....	381-9348
Knollwood Coordinator, Kaitlin Brown	381-1972
Horace Mann Coordinator, Relepha Laughlin	391-6047
Discover the Valley Coordinator, Kellsie Judge	
	Rapid Valley – 206 -1919
	Valley View - 206-1917

* RDC will be closed on holidays, school vacation days, closings due to bad weather, and in-service training days to be announced.

Fees

Students that attend the school are welcome to attend free of charge. There may be a waiting list as our roster fills quickly. We will do everything we can to accommodate families in need.

Snacks

A nutritious snack will be provided every day and will be prepared according to the Food Guide Pyramid.

Field Trips

Daily activities will typically be based in and around the school building. There will be times when a field trip is planned. Parents will be notified of dates, times, and location of field trips.

Student Guidelines

The RDC Program follows the Rapid City School District's discipline and dress code policies. Students are expected to treat staff and each other with respect at all times. These policies can be found in your Elementary Education Handbook.

Sign Out Procedure

1. Children will only be allowed to walk or ride their bike home with written permission at the time the parent designates. RDC will not be responsible for children after they leave the Center.
2. Children WILL NOT be released to persons not listed on the enrollment form without written and/or verbal authorization from parent/guardian.
3. **Due to frequent tardiness, students picked up after 6:00 will be suspended from the program for 3 days. The authorities will be called to pick up students after 6:15 pm.**

Illness and Emergencies

1. When a child becomes ill at the RDC, parents will be notified and expected to make arrangements to pick up their child immediately.
2. If a child has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child within an hour of notification. A parent's failure to pick up a sick child may result in a child's dismissal from the program and a report being submitted to the Department of Social Services. If a student has a communicable disease, the Site Coordinator will make a report to the Department of Health. Any contagious illness may require a doctor's note for re-admission. Staff are expected to instruct children on State Regulations for washing hands as posted at each site in an effort to reduce contagious illness. A child who is absent from school during the school day or who has been picked up due to illness may not attend the After School Program that day.

(*if a child is picked up for an appointment and returns after school is let out, that child is considered absent and will not be allowed to participate.)
3. In case of an emergency, as determined by the program staff, every effort will be made to contact the parents. If parents are unavailable, emergency personnel will be called upon. (See Medical Information Release Form)
4. Only physician-prescribed medication, in the original prescription container will be administered at the RDC. The container must be labeled by a

pharmacist and include the child's name, date, dosage, doctor, name of the medication, and method of administration. **(MUST BE BROUGHT IN BY AN ADULT)**

5. A special consent form for the administration of medication must be filled out by the parent and kept on file at the RDC.
6. In case of a minor accident, an incident report will be completed by the staff and sent home with the child.
7. Parents are responsible for any and all medical costs incurred by their child in the case of an accident. RDC is not responsible for any medical payments.
8. **FOOD ALLERGIES** – If your child has a food allergy please fill out the written care plan in the enrollment form. This should include:
 - a. Instructions regarding the food(s) to which they are allergic and steps taken to avoid that food.
 - b. A detailed treatment plan to be implemented in the event of an allergic reaction, including names, doses, and methods of prompt administration of any medications. The plan should include SPECIFIC symptoms that would indicate the need to administer one or more medications.

Miscellaneous

1. Please do not bring toys/games from home. If items are brought from home, the staff cannot be responsible for their safe return.
2. Please clearly label everything your child brings to the Discovery Center including hats, coats, backpacks, etc. the Discovery Center WILL NOT be responsible for lost or stolen items.
- 3.

Information for Parents

The Discovery Center will be hosting "Family Nights" throughout the year. On Family Night, hours may be extended beyond 6:00 pm with an evening meal served at the school. You will receive notification well in advance so you can mark these occasions on your calendar.

There will also be opportunities extended to parents and other adult community members. The Discovery Center will offer parenting education; connections to community services and resources; adult education; connections to employment services and training; access to the school library resources; and access to and training in technology and telecommunications resources. There also will be prior notification of these opportunities if you choose to participate.

EMERGENCY PREPAREDNESS POLICY

A copy of the Disaster and Emergency preparedness plan will be available at all times, in the Coordinators office and in each room used for child care.

IMMUNIZATION RECORDS

Our program services only children who are enrolled in the public school system, therefore their immunization records are kept current through the school district.

Student Management

We are very excited to have your child participate in the Rapid Discovery Centers Program! The children will be actively engaged in many learning activities and we do *not* anticipate significant behavior problems. However, it is helpful to communicate our expectations and procedures with you, the parent, upon registration.

Students that attend are ***expected to participate*** in all daily activities.

Behavior modifications include:

1st Warning – A verbal reinforcement to get back on task.

2nd Warning – A constructive thinking opportunity (timeout) to refocus and get on task.

3rd Warning – A meeting with the Site Coordinator to discuss alternative behaviors.

The Site Coordinator will send letters home to parents or make phone calls home depending on the severity/ recurrence of behaviors.

The RDC follows the same rules as the schools and the same consequences. (EX. Fighting/hitting/injuring/bullying others will result in immediate parent contact with a high likelihood of suspension.)

After three incident reports the child may be suspended. A meeting will be arranged with the parent/guardian, staff member, and the Project Director to determine the conditions of reinstatement. Ultimately, a child may be discontinued from the program if inappropriate behavior persists.

HANDLING AND STORAGE OF HAZARDOUS MATERIALS:

For the purposes of this policy, Rapid City Discovery Programs defines a hazardous substance as any chemical, substance or material that can cause potential harm, injury or illness to persons or damage to the service's environment.

1. RDC will endeavor to use environmentally friendly and non-toxic products for cleaning without jeopardizing hygiene.
2. Ensure that there are emergency procedures and practices for accidental spills, contamination and corresponding first aid plans for all hazardous substances handled and stored in the service based upon Material Safety Data Sheets (MSDS) information where relevant.

3. Ensure appropriate labeling of any product that produces a toxin in either solid, liquid, gas or fume state or has corrosive properties, causes skin or respiratory problems, is carcinogenic, is flammable or has combustible properties; or, is caustic.
4. Use MSDS provided to guide handling, storage and labeling of specific hazardous substances in a safe manner.
5. Ensure that all hazardous substances are securely stored in an appropriately labeled locked cupboard, on a high shelf within an appropriately labeled secure area or in an appropriate storage area out of the reach of children.
6. Ensure that any container into which a hazardous substance is decanted is in good condition with labeling clearly identifying the content and not displaying any symbol representing any other product which may cause confusion.
7. Ensure all staff, volunteers and students on placement are inducted in the Centre's Hazardous Substances Policy, procedures and practices.

DISPOSAL OF BIO CONTAMINANTS:

At Rapid City Discovery Centers the following standard precautions will be used any time contact with, or the possibility of contact with, blood and body fluids:

1. Use protective barriers to prevent exposure to blood, body fluids containing visible blood, and other fluids to which universal precautions apply. The type of protective barrier should be appropriate for the procedure being performed and the type of exposure anticipated.
2. Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing visible blood, or other body fluids to which universal precautions apply.
3. Use sterile gloves when hand contamination with blood may occur. Use Vinyl or latex examination gloves for procedures involving contact with mucous membranes.
4. Change gloves between contacts with children. Do not reuse surgical or examination gloves.
5. Use general-purpose utility gloves (e.g. rubber household gloves) for housekeeping chores involving potential contact with blood and for instrument cleaning and decontamination procedures.
6. Waste management: To clean spills of vomit, urine, feces, use a commercially available cleaner (detergent, disinfectant-detergent, or chemical germicide cleaner) that will not spoil the surface being cleaned. Remove nasal secretions with tissues and throw them in the ordinary trash. For spills involving blood or other body fluids, remove all visible soil, and then disinfect the surface with freshly prepared diluted bleach. A 1:64 dilution is ¼ cup of bleach diluted in one gallon of water. Use disposable towels or tissues, and rinse mops in the disinfectant solution.

