



Youth Program  
Parent Handbook

2021-2022

THE HENRICO EDUCATION FOUNDATION OPERATES A MULTITUDE OF YOUTH PROGRAMS SERVING SCHOOL AGE CHILDREN THAT ATTEND HENRICO COUNTY PUBLIC SCHOOLS. For information on a specific program's philosophy, hours, registration and enrollment process, tuition, withdrawal, and pick-up policies please reference the program overview for each program.

#### ARRIVAL AND DEPARTURE

Children shall be dropped off and picked up at the designated area for each site. Adults shall stay in their vehicle and HEF Program staff will meet them there. Children must be signed into the program by an adult and cannot be dropped off without doing so.

Our programs do not permit children to go home unaccompanied. The only people to whom your child will be released are those listed on the enrollment forms. If someone not listed is going to pick up your child, a written notice must be given to program staff in advance. If an emergency arises, parents must contact program staff via phone or email. Staff will ask for photo identification upon pick up. Any person picking up a child from our programs must be at least 18 years of age. If your child attends extracurricular activities or has any other kind of arrival/departure time change within the period he/she is enrolled in the program, you must provide our program staff with written permission to release your child to the extracurricular activity staff. Our program must have a copy of all appropriate legal paperwork when the custodial parent requests the program not to release the child to the other parent.

#### NON-PICK UP

In the unlikely situation where a child is not picked up by the time our program closes or in an emergency our staff will attempt to call both parents. If parents cannot be reached, our staff will call the two emergency numbers on file. If a parent or emergency contact cannot be reached, the local police or Department of Social Service may be contacted.

#### SCHOOL CLOSINGS/PROGRAM OPERATION HOLIDAYS

On days when school buildings are closed due to inclement weather or other unscheduled reason, the program will not operate. Additionally, our programs do not operate on HCPS student holidays. For the 2021-22 school year those dates are: Sept 6-7, Sept 16, Oct 11, Nov 2, Nov 4, Nov 24-26, Dec 20-31, Jan 17, Apr 1-8, Apr 18, May 3, & May 30.

#### CLOTH FACE COVERINGS

Students must wear a cloth face covering while participating in the program.

#### DISCIPLINE AND DISMISSAL

Children are entitled to a pleasant and harmonious environment at HEF youth programs. We cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that requires constant attention from the staff, inflicts physical or emotional harm on other children, is abusive of the staff, and/or shows a disregard of the rules. If a child cannot adjust to meet the program expectations, the child may be discharged. To limit behavior issues, our staff will provide a program of interest to the children and allow for a variety of choices among activities. If inappropriate behavior occurs, staff will communicate with children about their actions and consequences; divert their behavior; separate children from each other, and/or separate children from specific activities.

Our staff will not use corporal punishment; will not isolate children out of sight or sound of the group; and will not deprive any child of food, water or bathroom privileges as a part of punishment. Reasonable efforts will be made to assist children in adjusting to our program. At no time during our programs are parents allowed to discipline children other than their own. If a situation arises concerning another child, please speak to a staff person and not the child.

#### PARENT VISITATION

Custodial parents may visit our programs. Upon arrival they must check in with the center director. For liability and supervision reasons, it is not possible for non-enrolled children visiting the program to take part in activities.

#### PROGRAM STAFF

HEF Program Staff are supervised by the Center Director and Program Officer.

#### REPORTING OBLIGATION

We are required by law to report to Child Protective Services all suspected child abuse or neglect (VA Code 63.2-1509).

#### MEDICAL CONDITIONS

If a child has a temperature of 100.4 degrees or above, signs of covid-19, vomiting or diarrhea, or has been diagnosed with a communicable disease, the child may not attend the program. If a child exhibits these conditions once admitted to the program, the parent will be notified to pick up the child immediately. If the parents cannot be reached, the emergency numbers will be called. The sick child will be assigned to a designated rest area while waiting for his or her parent to arrive.

If a child in our program has contracted a communicable disease you must notify us immediately. We are required to notify other parents in the program within 24 hours, keeping the child's identity confidential.

If your child has a known medical condition for which special care and/or emergency treatment is required and/or possible, a written and signed Action Plan from your child's physician is required.

Once an illness has occurred, a child may return to the program 24 hours after all symptoms have subsided, with a signed doctor note, or based on the timeline recommendations of the Virginia Department of Health's communicable disease chart.

#### HAND WASHING AND TOILETING

Children in HEF programs are expected to be able to toilet themselves. Children are required to wash with soap and running water after toileting. Children are required to wash with soap and running water or with a disposable wipe before and after meals and when transitioning inside from outside play.

#### FOOD/SNACK

HEF programs provides a snack that meets USDA requirements each afternoon, as well as dinner at CLC sites. When the program is operated for a full day, the program will provide a morning and afternoon snack as well as lunch at select sites. CLC sites will also receive dinner.

Weekly menus are posted at the program site. Food from home is not allowed unless approved by the HEF Program Center Director in advance.

#### STUDENT PERSONAL ITEMS

Students are encouraged to leave all personal items (i.e.: phones, tablets, toys, cards) at home. HEF is not responsible for broken or lost items that were brought from home and use of any such items is at the discretion of the site staff and/or Center Director.

#### SUNSCREEN AND INSECT REPELLENT

Sunscreen and insect repellent shall be applied only with written parent authorization which notes any adverse reactions. Sunscreen and insect repellent must be in the original container and labeled with the child's name. Per licensing regulations, sunscreen application must be done by staff for children under the age of nine years. Children age nine years and older may apply their own sunscreen with staff supervision. Sunscreen shall be inaccessible to children under five years of age. Insect repellent shall be inaccessible to all children in care. For sunscreen, a record shall be kept that includes the child's name, date of use, frequency of application and any adverse reactions; manufacturer's instructions for age, duration, and dosage shall be followed.

#### SAFETY PROCEDURES

The procedure to identify where children are at all times:

1. Frequent counts, every 15 minutes.
2. Monitor bathroom use.
3. Designate groups of children to specific staff.

The procedure for the search of a missing child: 1. The surrounding area will be searched.

2. The notification of emergency services. (911)
3. The notification of the Program Director.
4. Our office contacts the parents.

The playground safety plan for all Program locations:

1. Our staff remains on the playground area near each group of children.
2. If an injury occurs, the nearest staff attends to the child.
3. If needed, emergency services will be notified by the staff.
4. Program staff contact the parents.

#### EMERGENCY SHELTERS

Each location has designated emergency shelters-in-place.

#### PROCEDURES FOR INJURY PREVENTION

Prior to use of areas of the center by children, staff shall evaluate the space to determine if any physical hazard exists. If a hazard is identified, staff shall prohibit use of the hazardous area by children. Notification to the Center Director shall be made as soon as possible, and the hazard shall be removed or mitigated prior to use of hazard area by children. In addition, staff shall prohibit actions by children that are hazardous.

If an injury occurs, it shall be documented on an injury/accident report. Injury/Accident reports shall be given to the Center Director immediately and reviewed to determine if a hazard exists.

Injury/Accident reports shall be reviewed at least annually to identify opportunities to reduce risk, and appropriate changes to the facility and/or Injury Prevention Plan shall be instituted.

#### INTERNET USE POLICY

Students in HEF programs may have access to their school computer system, computer networks, and the Internet for educational purposes only. Students are required to follow basic Internet etiquette and guidelines set forth in the HCPS Code of Conduct. Each student may have access to a laptop for lessons throughout the program. At the end of each day, students will return their assigned equipment to the designated locked cabinet. Training for all students will be provided as a part of HEF programs.

#### ACTIVE INDOOR/OUTDOOR PLAY

We designate periods of active games and play in our program. Therefore, for safety reasons, wearing closed toes shoes is required. If a child is not wearing closed-toe shoes, he or she will not be permitted to participate in active play.

#### MEDICATION

For the program to administer medication to a child, the parent must complete the approved medication authorization form. Authorization for short-term medication administration must be renewed every ten (10) working days or will expire. Program staff will dispose of medication that is not picked up by the parent within 14 days after authorization expires. Long-term medication administration is allowed only with written authorization from the child's physician and parent. The medication must be in the original container, and be labeled with the child's name, name of the medication, dosage amount, and the times to be given. Nonprescription medication shall only be given in a manner that is consistent with the manufacturer's instructions for age, duration and dosage. All medication shall be kept in a locked container, out of the reach of children, unless we receive specific written instructions from a physician to do otherwise. To avoid giving children outdated medication, the staff will document expiration dates and contact parents when a prescription is expired.

#### PROCEDURE TO FOLLOW IN CASE OF A DISASTER (NATURAL OR MAN-MADE)

In the event of a fire, thunderstorm, severe winter weather, tornado, earthquake, flood, bomb threat, terrorist attack, or any other natural or man-made disaster, staff and the Center Director will keep each other informed. The program staff will contact each parent of the children at our program and inform them of any location changes or pick-up instructions. The Center Director and staff will evaluate the environment for safety and determine if the children need to move to a safer location. The staff will gather the attendance record, emergency and health supplies and each child's registration file to be taken with them. The staff will complete the evacuation checklist prior to leaving the site. Each site has an emergency evacuation plan and shelter available. If a disaster or emergency occurs, our Center Director will contact parents and/or emergency personnel as needed. If a disaster or emergency occurs before the program begins or after the program ends, please listen to local television and radio stations for information regarding the program.

#### SUPERVISION

When children arrive after scheduled classes or activities, staff shall sign them into the program, supervise them following proper ratio requirements, and attempt to integrate them into the

class or activity.

Children arriving from another program/agency shall be signed in by program staff.

If a child is expected but does not arrive, staff shall contact the program/agency directly to ascertain the whereabouts of the child. Additionally, parents will be contacted.

Staff shall employ active supervision to be aware of all children in their assigned grouping of children, regularly counting children and monitoring their actions.

SAMPLE L&D DAILY SCHEDULE

Arrival and Attendance	2:10-2:30
Enrichment Programming	2:30-3:00
Homework/Literacy	2:45-3:15
Snack	3:15-3:30
Enrichment Programming	3:30-4:30
Outdoor/indoor Games and Activities	4:30-5:00
Quiet activities/Program Close	5:00-6:00

SAMPLE CLC DAILY SCHEDULE

Arrival and Attendance
Enrichment Programming
Homework Help
Snack
Math
Literacy
Dinner/Transportation Home

\*Site specific schedules will be posted at each individual site and can be made available via parent request.

CONTACT INFORMATION

Each site has a dedicated phone number for parents to contact.

Site	Phone Number
Greenwood Elementary	804-547-3504
Shady Grove Elementary	804-547-3505
Ratcliffe Elementary	804-547-3510
Laburnum Elementary	804-547-3509
Glen Lea Elementary	804-547-3508
Skipwith Elementary	804-547-3506
Colonial Trail Elementary	804-547-3503
Trevvett Elementary	804-547-3507
Montrose Elementary	804-618-9590
Wilder Middle	804-547-3498
Fairfield Middle	804-547-3511
Home Office	804-652-3869

LICENSING INFORMATION

HEF Programs are licensed through the Commonwealth of Virginia. Standards for licensed childcare centers address certain health precautions, adequate play space, ratio of children to staff, equipment, program, and record keeping. Criminal record checks and specific qualifications for staff are required. Standards require the facility to meet applicable fire, health and building codes. If you would like additional information about licensing, they can be contacted at (804)662-9743.

ORGANIZATIONAL CHART

Chief Operations Officer

Program Officer

Program Coordinator

Center Director

Teachers, Counselors, and Aides

If you have any questions or concerns, please contact our office at (804) 652-3869.