

A large, stylized graphic of a gear or cogwheel is positioned on the left side of the page. The gear is composed of several curved segments. The outermost ring is a solid teal color. Inside this ring is a dashed grey line, and further inward is a solid lime green ring. The gear is partially cut off on the right side.

# PARENT GUIDE:

## POLICIES & PROCEDURES HANDBOOK

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## Welcome to our family!

Generation Infocus (GI) is happy to have the opportunity to serve as your child's primary after school program provider. The goal of our program is to provide an engaging learning experience in the areas of **Science, Technology, Engineering, Arts, and Math (STEAM)**.

GI provides homework assistance and elective enrichment activities that are age and grade level appropriate. Your parental involvement and continued support are encouraged. We welcome you to visit our program to become familiar with GI staff and programming routines. Please take time to read the information in this handbook and familiarize yourself with our policies and procedures.

If you have any questions, please feel free to contact your child's Site Director (SD) or call our main office at (404) 525-5561.

We look forward to serving you and your child(ren) throughout the year.

Sincerely,



Tiffany Ray  
Executive Director



## Who We Are

Generation Infocus (GI) is a social Innovation organization implementing school day labs, after-school and summer activity programs for students K-12. GI is redefining the focus of after school programming by using a STEAM (Science, Technology, Engineering, Artistic Design and Mathematics) focused program to intentionally provide career-based learning opportunities and exposure to our students. The progressive development of children in these five key areas will catapult learning through the initiation of discovery!

Our after school program sparks children’s imagination and inspires them to pursue STEAM college degrees. We believe that through active STEAM engagement programming this generation will become the agents of change that our world needs. They will pioneer medical research that will save lives, create business innovations that boost the economy, and produce artworks that unite nations among many achievements. We believe in every child’s ability to succeed and we know that we must contribute to their success.

## Changes In Policy

Since our organization is subject to change, we reserve the right to interpret, change, suspend, or cancel with or without notice all or any part of our policies and procedures at any time. We will notify all families of these changes when they occur. Changes will be effective on the dates determined by the Company, and after those dates, all prior policies will be null.

## Day Care / Pre School

The DayCare/PreSchool program serves children ages 3 years old. Our program offers children a rich classroom environment that fosters development of cognitive, language, math and social skills, as well as creativity and foreign language.

## Private Pre-K

The Private Pre-K program serves children 4 years old, offering children a rich classroom environment that fosters cognitive and language development through STEAM programming. Science, Technology, Engineering, Arts, Mathematics provides children with well-rounded education. Courses may also include foreign language.

## STEAM After School Programming

Our STEAM after school programming goal is to give children the opportunity to have fun with hands-on, minds-on learning activities while exposing them to career-focused opportunities. Our all-inclusive program is formatted according to school site scheduling, and includes a snack, homework connections and a STEAM Studio Elective. We also integrate fun physical fitness and games into our programming. At the end of each semester we host a Makers Faire to showcase the projects students have worked on during their time in after school. In addition, elective opportunities may be offered during the week for parents who's children are not a part of the monthly program. We currently service children between the ages of 5 – 14 years old but ages may vary according to school or community location.

## Home Connections

Home connections is our homework time. Students will have an average of **30-45 minutes per day** to complete homework. If students are not able to complete their homework while at Generation Infocus, it will be the responsibility of the student and parent to finish at home. The ratio of teachers to students is 1 to 15 and while we make every effort to assist and guide students in completing their homework, **the parent has the ultimate responsibility of checking over homework.** We do not guarantee 100% correctness or completeness. During GI special events and rehearsals, we may not have homework time scheduled which is generally 4-5 days per year.

## Choice Time

During choice time, children are given the opportunity to choose from a variety of activities such as games, reading, art and homework completion. Choice time usually takes place at the end of the day so that parents do not have to pull their children away from planned learning activities upon pick up.

### **STEAM Studio Electives**

Electives are additional classes that run for 30-45 minutes per day. Generation Infocus reserves the right to choose studio class offerings per semester. For example, a robotics class will run for 1 hour per week on a designated day. Parents or schools pay for electives separately from the after school program if the child does not attend a daily GI program. If the child attends a daily GI program, then elective opportunities are included. Generation Infocus will provide various elective options to run for a duration of 8 weeks or up to a full semester each, with a 0 - 2 week planning period between each cycle of electives. An elective class may be extended or shortened according to the curriculum requirements and competition periods.

In order to run an elective, a minimum of 10 students must sign up per elective with a maximum of 15 students. The number of students needed per elective may vary according to subject matter and the most effective instructor per student ratios. Pricing for elective classes may be subject to change according to additional studio specializations, material expenses and/or instructor costs. A one-time materials fee per elective may be required. Students are not required to attend studio classes, however, for supervision purposes they will have to remain with their class.

### **Makers Fairs**

Generation Infocus holds a showcase in the Winter and Spring seasons displaying student work over the course of the semester. This is a great way for GI to share your child's growth and learning with us. The Site Director will present a short presentation with the parents, teachers and school staff outlining the collected data gathered over the semester showing academic growth. Each STEAM concentration will display information and/or completed projects that the children have worked on either individually or in groups. There are performance-based recitals included in this event as well.

Updates about the Maker's Fair are included in your monthly Newsletter. Please mark the Maker's Fair date on your calendars for your prospective school early in advance so that you may make arrangements to attend. Also, please notify your Site Director if your family cannot attend the Maker's Fair, whereas your child may be expected to perform in a dance, theater, yoga performance, etc.

## Snacks

We provide nutritious USDA certified afternoon snacks. Our snack program is sponsored by the Child and Adult Food Program (CACFP). Parents are allowed to pack additional snacks for their children but are only allowed to be eaten during snack time without exception.

### Examples of snacks are:

Whole Grain Animal Crackers & Milk.

Generation Infocus is not responsible for snack options, they are chosen by the school district and/or CACFP food provider. Due to the regulations of the USDA certified snack program, every child MUST be provided with a snack. If your child has any gluten or food related allergies and are unable to receive snack, you must provide a formal letter for your child's pediatrician or parent.

If for religious reasons, if you wish to have alterations made to you child's snack please submit a notarized letter to the Site Director. You may have letters signed and notarized for free at your local bank.

## Pick Up & Sign out Procedures

Only parents/guardians on the Registration forms and person(s) listed on the Permission Release form will be allowed to pick up students from after school. A state issued ID that matches the person picking up the child is required until staff is familiar with the person(s) picking up children on site. When parents (or persons authorized by the parents) pick up or drop off their child, they must escort the child into or from the facility as GI will not allow children to enter or leave the program without an authorized escort. Parents and guardians may add as many approved persons needed to pick up their children.

### The process for doing so is as follows:

1. Parent **MUST** complete a permission release form on our website by 10am at the latest on the day of pick up.
2. Notify the Site Director via email by 10 am respectfully of any changes in pick up. The school is not responsible for notifying GI of any pick up changes, so please be sure to address the Site Director directly.



### Field Trips

Currently Generation Infocus does not provide routine field trips.

### Transportation

Generation Infocus may provide transportation to The Hapeville Maker Space for select locations. Please check with your Site Director to confirm.

### Normal Operation Times

Months of Operation	Year Round (August – July)
School Year Days/Time of Operation	Monday – Friday / 2:30 pm – 6:30 pm
Days/Times Closed	All day Saturday & Sunday; School breaks to include Christmas & Thanksgiving Holidays
Summer Camps	Monday – Friday / 7:30 am – 6:30 pm

## 2. PROGRAMMING STRUCTURE

### Sample Schedules

AFTER SCHOOL MON - FRI (3:00PM - 6:30PM)	
3:00pm - 3:30pm	Snack
3:30pm - 4:00pm	Homework
4:00pm - 4:30pm	Recess / Structured Play
4:30pm - 5:30pm	STEAM Lesson
5:30pm - 6:30pm	Choice Time / Dismissal

DAYCARE / PRE-SCHOOL MON - FRI (8:00AM - 3:00PM)	
8:00am - 8:30am	Morning Circle Time
9:00am - 9:30am	Breakfast
10:00am - 10:45am	STEAM Lesson
10:45am - 11:00am	Recess / Structured Play
11:00am - 11:30am	Lunch
12:30pm - 1:00pm	Nap Time
1:00pm - 1:15pm	Restroom Break
1:15pm - 1:30pm	Snack
1:30pm - 2:00pm	Choice Time
2:00pm - 3:00pm	Dismissal

PRIVATE PRE-K MON - FRI (8:00AM - 3:00PM)	
8:00am - 8:30am	Morning Circle Time
9:00am - 9:30am	Breakfast
10:00am - 10:45am	STEAM Lesson
10:45am - 11:00am	Recess / Structured Play
11:00am - 11:30am	Lunch
12:30pm - 1:00pm	Nap Time
1:00pm - 1:15pm	Restroom Break
1:15pm - 1:30pm	Snack
1:30pm - 2:00pm	Choice Time
2:00pm - 3:00pm	Dismissal

Sample Menu		
Breakfast	Cereal, Fruit	Milk
Lunch	Turkey Roll, Fruit	Milk
Snack	Whole Grain Fruit Bar	Fruit Juice

- Please be advised that breakfast, lunch and dinner are subject to approval from the school district. Some districts do not grant permission for meals to be provided.
- Children who have dietary restrictions such as gluten or vegetarianism must bring their own food. GI is unable to provide options at this time.
- All food provided is peanut-free.

### Highly Qualified Staff

Generation Infocus seeks highly qualified staff that demonstrates success when working with school aged children. All GI staff/contractors must successfully pass a background check in order to service our children.

#### Staff Responsibilities

3. Supervise children at all times in designated after school spaces – during snack time and while at play on the playground or in a designated inside learning/play area.
4. Allow the specified amount of time for children to work on homework assignments given by teachers.
5. Follow the daily schedule of activities for learning, enrichment electives, recreation and physical activity. Allow for choice time as appropriate.
6. Interact with children individually and in groups.
7. Observe children and give attention to evidence of non-requested needs.
8. Assist children with problem solving that may involve others.
9. Report suspected cases of child abuse, neglect or deprivation.
10. Report suspected cases of communicable diseases and injuries any notable concerns to be brought to the Site Director and then communicated to parents.
11. Provide supervision of children on the playground in all areas to decrease the possibility of accidents.
12. Ensure that after school areas are clean at the close of each day after all children have been picked up.
13. Implement STEAM lesson plans and manage the overall care of the whole child at a ratio of 15:1.
14. Site Directors ensure that the STEAM program is implemented with fidelity. Site Directors manage the robust STEAM lesson planning development, elective offerings, all scheduling, reports, and client and school administration communication. The SPM is the first line of managerial contact for GI at the school or community site.
15. Department Chairs are staff members with high proficiency in a subject matter and serve as the supervisor and program developer of their respective STEAM subject.

## Enrollment

Students must be properly enrolled in GI's after school program by the parent completing our enrollment packet and prepaying. Parents or guardians must complete an enrollment application to include parent handbook, upload \*immunization records, and all required paperwork. The registration fee must be paid at time of enrollment. Registration fees are non-refundable and apply to all participants. In addition to yearly registration fee, after school services must be paid in full (monthly) otherwise your child is not enrolled and cannot attend after school.

*\* Students who have religious objection to immunizations MUST submit a current Religious Objection To Immunization Exemption Form.*

Whenever any information provided to GI on the enrollment form or any other form changes, parents must provide updated information immediately to include phone numbers, work locations, emergency contacts, family physician, etc. Current files are crucial to prompt parental notification regarding the health and safety of your child.

## Disenrollment Policy

GI reserves the right to dismiss a child from our program. Fees for services are non-transferrable and non-refundable for the two weeks following the dismissal. Any services pre-paid beyond the two weeks following the dismissal, will be refunded. Registration and processing fees are non-refundable.

## Suspension Policy

GI reserves the right to suspend a child from our program. Fees for services paid for during the suspension period are non-transferrable and non-refundable.

## Parental Access Policy

Parents and guardians are welcome to visit any time that their child is in attendance. Before visiting child care areas, parents are required to check in with our staff on duty and/or the Site Director. If parents choose to pick up their child early (before end of program) Generation Infocus is not responsible for homework, studio/elective, snacks or any other missed opportunities.

## Non-Discrimination Policy

We do not discriminate in our admission policies based on race, sex, religion, place of national origin, or physical or mental abilities. Children with special needs will be asked to meet with GI program management to insure that GI has the capacity to provide appropriate care to the child. In the initial meeting, the Site Director and parents will discuss the child's abilities and/ or diagnosis, as well as what the staff can expect in regard to the child's needs and behavior. Strategies to help in your child's successful participation will also be discussed and provided by the parents/ guardians. With the permission of the parents, classroom special education teachers and STEAM coaches will also be invited to attend the meeting. After enrollment, parents will be asked to be available via phone during program hours should any issues arise that require parental support. Staff and parents will continue to meet regularly to monitor the child's progress. We will work diligently to meet every child's needs. Generation Infocus reserves the right to not provide services in extenuating circumstances where the child poses harm to themselves or others. **Please be advised that GI does not provide an on-site nurse and/or health professional.** We appreciate and honor the diversity of the children and families in our after school program.

We value diversity in our community, including cultural diversity, social, organization and personal diversity. We are an inclusive community who does not bar participation by children with physical or mental disabilities. We do not celebrate any one religion but we do celebrate cultural diversity in our program.

## Child Abuse Policy

Our primary concern is the safety and well-being of all children. We ensure that our staff are certified in Mandated Reporter training. See Law Below:

*Child care and day care personnel having reasonable cause to believe that a child under the age of 18 has had physical injuries inflicted upon him/her by other than accidental means by a parent or guardian, or has been neglected or exploited by a parent or guardian or has been sexually assaulted or sexually exploited, MUST be reported or cause reports to be made to the Department of Human Resources, Child Protection Agency.*

### Tuition

Students must be properly registered for the after school program by parents or guardians. There is a non-refundable annual registration fee per child for all services. Our after school program is \*PREPAID bi-weekly. **The daily after school program tuition costs vary per location, please visit our website to see your location's enrollment form for more details.** All payments are due on a bi-weekly basis according to the payment calendar parents are provided when registering. A late fee of \$20.00 will be charged to your account if fees are not collected by close of business on the due date and increases by \$2.00 each day thereafter, not to exceed an additional \$10.00. After 5 days of non-payment to be made a week in advance, Generation Infocus reserves the right to discontinue services.

**\* Auto payments are highly suggested to make the payment process smooth.**

**\*\* GI DOES NOT accept personal checks or cash.** Payments can only be accepted online via credit card or ACH. (We do not charge a percentage fee, but the flat fee will be equivalent to 3.9% for credit card and 2.1% for ACH transactions.) We allow bill pay through your banking institution. Please contact our accounting department for assistance with this option.

### Pre-paid Day-To-Day

Pre-paid Day-to-Day rates are monthly for parents who need daily care. All payments are pre-paid or the parent must make pick up arrangements or pay online immediately and pay the processing fee.

### Drop-Ins

Drop-in are provided for parents who only need 1-2 days of after school programming on specified days, and must be scheduled no later than 10 am for same day service. ANY PAYMENTS MADE AFTER 10 AM WILL BE APPLIED TO THE NEXT BUSINESS DAY. For example, if a parent has a child in an elective class and needs the child to remain in after school the rest of the day, the parent would pay the drop-in rate for the remainder of the day.

**The process for same-day drop-ins is as follows:**

1. Go online and prepay for service.
2. Email your Site Director to notify them your child will be with GI that day.
3. Parents are required to notify the school with a change of dismissal/transportation form. Communication for each school may change, please refer to your school administration for dismissal policy. If the school is not notified the child will not be dismissed to GI. GI is not responsible for arranging after school transportation.
4. If you fail to notify the school of changes to dismissal or fail to prepay for service before 10am for same-day service and notify the Site Director your child is required to maintain the original mode of transportation.

## Electives

Elective classes (Robotics, Art, Critical Thinking, etc.) run in 8 week sessions. Please ask your Site Director for a schedule of elective classes and costs. Parents must pick up their child when the elective class is scheduled to end or pay the drop-in rate for the child to matriculate into the after school program for the remainder of the day. **Refunds are not provided for elective programs 5 days prior to the elective** due to programming materials and instructor fees already being paid by GI to reserve your child's programming space in the elective.

## Late Pick Up

A late pick-up fee of \$1 per minute is charged if your child is not picked up by the designated pick-up time. **Late pick-up fee charges are due upon pick up or prior to next day service, otherwise Generation Infocus reserves the right to discontinue services. Late pick up fees must be paid even if you have paid the monthly rate.** GI staff will begin contacting a child's parent/guardian or authorized person(s) in intervals of 15-20 minutes (minimum 2 contact attempts) if a child's parent/guardian or authorized person(s) has not picked up the child by 7:00 pm or has not made arrangements/notification with the GI staff. The last option will be for GI to contact the local police department/DFACS to insure the child's safety. GI staff will attempt to notify the school's principal or school designee prior to local police/DFACS contact being made. **The late fee policy will be enforced for all parents.**

## Absences Due To Non-Attendance

Regular fees will be charged for absences due to non-attendance. This policy has been adopted because costs for staff and programs remain the same when children are absent.

## Planned or Extended Absences

If a child has planned extended absences, the parent must give GI two week's notice prior to the first date of absence. GI will charge the parent the proper amount for attendance during the week(s) of extended absence.

## Withdrawal Policies

Parents may withdraw their child from the program at any time, provided they give two weeks written notice in advance of the last date of attendance. A formal notice of intent to withdraw must be submitted on Generation Infocus withdrawal slips. A withdrawal slip may be requested from the programs Site Director. Failure to give proper notice will result in the child's continue enrollment in our program. Parents will be responsible for any outstanding fees. Any services pre-paid beyond the last date given on the approved two weeks' notice submitted, will be refunded. Registration and processing fees are non-refundable.

## Scholarships

Applicable to all scholarship types, multiple child discounts do not apply. Scholarships do not apply to drop-ins. Generation Infocus reserves the right to alter discounts for scholarship rates. GI offers a limited number of need-based scholarships per year. Families that receive full or partial scholarship support are still required to pay a non-negotiable annual registration fee.

### **NEED-BASED SCHOLARSHIPS:**

Please speak to the GI Site Director on site for scholarship availability. We encourage families to apply for the CAPS governmental assistance program for child care with the state of Georgia which offers up to \$65.00 per week for after school care. All families wishing to receive a discount must have children fully registered in our monthly program (does not apply to drop-in rates).

**For need-based scholarships please submit the following materials to your Site Director:**

1. Completed application through our website or your Site Director.
2. Copy of award letters from government assistance programs.
3. Current pay stubs.
4. Taxes no older than the previous calendar year.

### **SCHOOL DISTRICT EMPLOYEE DISCOUNT**

District employees are offered a 20% discount with receipt of current proof of employment. Generation Infocus offers a limited number of need-based scholarships per year. Families that receive full or partial scholarship support are still required to pay a non-negotiable annual registration fee of \$40.00. Parents who are district employees may additionally apply for need-based scholarships.

**School district personnel are required to provide the following to your Site Director:**

1. Completed Scholarship application.
2. Copy of school district ID.
3. Two current pay stubs.
4. Taxes no older than the previous calendar year.



## Behavior Management

The goal of Generation Infocus is to guide and teach children successful ways to behave in certain situations. Just as children learn and grow in their academic studies, the same holds true of their behavior. Our Discipline Plan promotes growth, development and learning. Our staff is expected to monitor students while teaching them skills for exhibiting self-control at all times. Children in the program are expected to interact in a positive way with each other and towards all adults, including guests. Physical harm and bullying are strictly prohibited. Teachers will discipline children in a positive manner and support learning by fostering a positive learning environment.

**Parents must sign the behavior management form that explains our policies and processes for your child to be considered fully enrolled.**

**Below is a list of practices that Generation Infocus uses to avert negative behavior:**

1. Manage the environment (make sure that children are not spaced too close to one another during academics).
2. Prompting and pre-correction (practice the behavior that is going to be expected in a given situation).
3. Use caring gestures (high five, hug, praise).
4. Redirection.
5. Adult proximity.
6. Positive attention.
7. Directive statements (Using a firm voice, but not yelling while directing the child to engage in a specific positive behavior).
8. Time away (When children are upset or being stimulated by other children, they can often regain control and think through a situation if they are encouraged to separate themselves from the source that upset them).
9. If your child is suspended from school services will not be refunded.

**Incident Reports** will be filled out from smaller to more serious instances. These are provided to establish communication between GI and the parent. These documents are the property of Generation Infocus. A copy of one may be provided to the parent by request. Parents must sign the incident report, verifying that they were made aware of the incident. These reports are in no way intended to reflect negatively on the child or parent/family. It is the responsibility of the parent to follow through with any behavioral discipline for their child. In the instance that there is a verbal or physical altercation between two or more children, please be aware that your incident report will only reflect your child and maintain the privacy of the other children involved.

## Frequent Behavior Concerns

It is our goal to find strategies that will enable children to maintain and thrive within the context of our programs, and it is the responsibility of our staff to research strategies for keeping children in our program while also maintaining their safety while in our care. If any student has frequent behavior problems that are deemed unsafe or inappropriate, the executive director/program manager/teacher will communicate this with the parents. Behavior not improved upon after the second written communication may result in a probationary period lasting from 1-5 days. If these behaviors continue GI reserves the right for the child to be dismissed from the program. GI also reserves the right to dismiss without prior incident if other children or staff members are put at risk. The school principal or school designee will be notified of student behavior and probationary/dismissal recommendations. **To ensure that each and every GI programmer has a great week, we want all of our students and parents to understand and be familiar with the expectations for participants in Generation Infocus.**

### Student Expectations

- I will follow directions and be respectful.
- I will be responsible for my choices and behavior.
- I will be kind to others and use nice words.
- I will take care of materials and act safely.
- I will cooperate and always do my best.

## Behavior Consequences

We are working with students to understand the importance of making good choices, being responsible for their actions and regulating their behavior. Please refer to our new **Linear Choice Chart** below.

<b>BLUE</b>	I have been a role model.	The child has had exemplary behavior AND received Pride Cash.
<b>GREEN</b>	I am ready to be respectful, responsible and do my best.	The child may have had a warning but made better choices but did not receive Pride Cash.
<b>YELLOW</b>	I need to slow down and think about my choices.	The child has had a warning and still made poor choices.
<b>RED</b>	I need to stop and reflect on my choices.	The child has been given a warning, had to move their clip and is still making poor choices. (Time away from the group to reflect is needed.)

## 5. BEHAVIOR MANAGEMENT POLICIES

Every student begins on GREEN and they will move up or down the linear chart depending on the choices they make during the day. If a child gets on RED for the day they will be removed from the activity and required to fill out a reflection form. The parent/guardian will be notified and will have to sign the reflection form at pickup. The form will be kept on file at the site. Please know that our goal is for every child to remain in the program daily. The Choice Chart is used to track children's behavior and aid in teaching about making good choices. If your child has behavioral challenges, please inform us and communicate behavior techniques that work for your child.

### WEEKLY PROGRAM POLICY

<b>1<sup>st</sup> Occurrence</b>	The child is separated from the activity and asked to fill out a reflection form. The parent/guardian is contacted and must sign the reflection form at dismissal. The form is kept on site and documented.
<b>2<sup>nd</sup> Occurrence</b>	The child is separated from the class and asked to fill out a reflection form. The child is escorted to the Program Director. The parent/guardian is contacted and must sign the reflection form at dismissal. The form is kept on site and documented.
<b>3<sup>rd</sup> Occurrence</b>	After a child's third behavior occurrence in a week, the child is separated from the class and asked to fill out a reflection form. The child is escorted to the Program Director. The parent/guardian is contacted and must make arrangements to pick up the child immediately. Parent/guardian will sign the reflection form. The form will be kept on site and documented. The child will be dismissed from After School or suspended from the program for a period of time specified by the Program Director.

## Accident & Emergency Procedures

Generation Infocus strives to ensure that a safe environment for children is maintained at all times. All employees are responsible for the safety of the children in the programs. Any accident concerning a child, visitor or employee must be reported to the Site Director immediately. An incident report should be filled out completely by the person most familiar with the accident. The Site Director then decides what action to take (e.g., call parents, 911, etc.) and is the staff member responsible for notifying the Executive Director of serious incidents. Serious incidents are reported to the parent by phone within 60 minutes of the incident. Non-emergency injuries are reported when parent/guardian picks up child in person. Bright From The Start will be notified of serious injury requiring hospitalization or medical attention and of missing children, within 24 hours or the next business day following the reportable situation.

**UPON REGISTRATION IN OUR PROGRAM, PLEASE ADD YOUR SITE DIRECTOR'S PHONE NUMBER INTO YOUR CONTACTS. IN CASE OF EMERGENCY YOUR SITE DIRECTOR MAY TRY TO REACH YOU. GENERATION INFOCUS WANTS TO ENSURE THAT YOU WILL KNOW TO ANSWER THE CALL.**

## Medical Emergencies

Any serious injury or illness of a child requiring hospitalization or professional medical attention must be reported to the GI main office immediately by the Site Director and the incident reported to the Georgia Child Care Licensing Office within 24 hours after the occurrence of the reportable situation. In the event of an emergency, parents authorize Generation Infocus (GI) staff to facilitate transportation of your child to the nearest hospital emergency room (Grady Hospital), grant consent for the hospital and its medical staff to provide your child with the emergency medical treatment which a physician deems necessary. Parents/guardians agree to accept financial responsibility for all medical expenses incurred. Parents/guardians will be notified by phone first and email second if no phone response within 60 minutes of medical emergency occurrence.

## Emergency Procedures

Emergency procedures are specifically designed for each site according to the building layout. Evacuation and shelter plans are posted. Emergency plans have been developed and are posted for parent viewing. Site Directors must review these procedures with staff and initiate periodic drills/practices. Each staff member will be familiarized with emergency procedures for physical problems (including loss of heating, cooling, water, electricity and structural damage); serious injury/death and lost child. Emergency plans have been developed and are posted for parent/guardian viewing.

## **Emergency Weather Plans & Evacuation**

Severe weather emergency procedures and fire safety evacuation procedures that have been developed for the public school will be used in the event that it is necessary to take shelter or evacuate the building. Staff and children will participate in periodic drills on an unscheduled basis. Copies of evacuation and shelter procedures should be posted in all areas of the building used by GI. For the drills, an individual staff person will be assigned to any children with mobility issues and will be responsible for moving them to the designated safety area.

## **Building Emergencies**

Any discovery that raises concern about the safety of the equipment and/or any observation of loose, damaged or missing playground equipment components will result in immediate closure of the piece of equipment and notification to the Principal so that repair(s) can be initiated.

The program will close if it is apparent that we will be without power, heat or water for more than an hour. If this occurs, we will call all parents/guardians and tell them they need to pick up their child within the hour. If the building is determined to be unsafe or unusually uncomfortable, parents will be notified and asked to pick up children immediately. In the event of the need to evacuate the building because of fire or any other type of emergency, GI will follow the evacuation procedures established by the school system. Parents will be contacted immediately of emergencies and asked to pick up their children from a danger free designated location if the children must be moved for safety reasons.

## **Inclement Weather Policy**

In cases of severe weather forecasts such as ice, snow, tornadoes, hurricanes, etc., GI will follow School District's System procedures. If the school or school district is closed – GI will also be closed. In the event of severe weather warning, such as tornado, GI will follow the procedures designed for the public school system by moving to the center of the building, heads down with arms covering neck and head. If inclement weather conditions arise during the school day, GI reserves the right to cancel after school programming and will notify parents of such a decision immediately at which time parents are requested to pick up their children within the hour if during after school programming. No refunds or credits will not be issued due to inclement weather or any other incident that is out of GI's control.

## **Physical Building Problems**

In the event of structural damage to the building, prolonged power failure or any other problem causing a safety hazard or significant discomfort, parents/guardians will be notified so that children can be picked up.

## Incident Reports

GI has a policy to create incident reports whenever there is a need to report an incident and/or accident to the parent and/or guardian. A signed copy of this incident report is provided to parents/guardians and one is placed in the child's file. Minor injuries which do not require professional medical attention will be reported to parents verbally and serious injuries, which require professional medical attention, will be reported to parent/guardian immediately and medical attention secured. GI staff may provide minor medical attention to scrapes and superficial wounds. Otherwise, ambulance services will be called and the child transported for medical attention at the cost of the parent.

## Missing Child

Should a child become missing while in GI's care, the Atlanta Police Department (via the 911 center) will be notified. Parents will be notified immediately.

## Sick Child

If your child becomes ill with symptoms causing moderate discomfort, such as, but not limited to any of the following: elevated temperature, vomiting or diarrhea; or suffer an accident of any nature during the time he or she is in the care of GI, a staff member will contact the parent/guardian immediately. If your child's illness or injury requires professional medical attention, GI will be authorized to secure such medical attention and care. GI will contact 911, and notify parents/guardians immediately. The nearest hospital or medical facility will be utilized in cases of illness that needs medical attention. If an emergency occurs and parents/emergency contact person cannot be reached, an ambulance will be called at the parent's expense. If a child shows signs of illness, he/she may not stay in the after school program for the safety of other participants. Please see the following policies on certain illnesses:

**Fever:** If 100°F or above, a parent should be called and the child will be sent home. The child is expected absent for 24 hours after the fever has broken without the aid of fever reducers.

**Ring Worm:** Affected area must be covered in order for the child to participate.

**Chicken Pox:** Scabs must be dry before returning to the after school program.

**Head Lice:** No live lice may be present anywhere on the child's head while attending.

**Poison Ivy:** Must be medicated and covered in order to participate.

If your child is exposed to a notifiable communicable disease; (Example: Chicken Pox, a sign will be posted on the entrance door of the program and next to the sign out sheet).

## **Administration Of Medications**

In an effort to provide your child with the highest level of care and safety, GI administers medications in accordance with School Board Policy. Only medicines in a labeled container and prescribed by a doctor may be administered. Containers must provide instructions regarding dosage and frequency to administer. The Site Director must have written permission from the parent authorizing administration of medication. The Site Director or teacher will record noticeable adverse reactions to the medication and notify parents immediately by phone first and email second if no phone response. Authorization of medication forms will be limited to no more than two weeks administration unless written authorization is received from the physician with the frequency that medication must be administered. Medication Authorization Forms are included in the registration packet. Parents/guardians must deliver and pick up medication to the Site Director directly.

**Generation Infocus DOES NOT have permission to use or access medication that is given to the school. Parents/guardians are responsible for providing GI with duplicate medication(s).**

## **Special Requirements**

Parents/guardians are responsible for providing written information about their children regarding known allergies, physical, mental health and/or developmental disorders that may limit the child's participation in our program and activities. This information should be made explicit in the registration form. If new information arises concerning your child's behavioral or physical health since the registration form has been filled out, it is the responsibility of the parent/guardian to make GI aware and bring forth any pertinent documentation for our records.

## **Contagious Disease**

Staff members or any other person being supervised by the staff, shall not be allowed to attend GI's after school program who knowingly have or present symptoms of a fever, diarrhea or any other illness that might be transmitted to others.

## **Notification of Communicable Diseases**

GI will notify parents/guardians if we suspect your child is ill or has a communicable disease and you will be required to pick up your child immediately. Parents/guardians are responsible for informing GI if their child has a communicable disease. Children shall not be admitted nor allowed to remain in after school if the child has a temperature of 101°F or higher and other contagious symptoms, such as but not limited to rash, diarrhea, or a sore throat. Your child may return after 24 hours free of these symptoms, or with a physician's note stating that they are no longer contagious. This requirement is imposed by the Bright From The Start (Department of Early Care and Learning) and is intended for the protection of all our students. Generation Infocus is required by law to report any suspected case of notifiable communicable diseases to the local county Health Department.

## **Smoking**

In an effort to keep children safe and free from smoke caused illnesses, staff, or other persons, shall not smoke or use tobacco except in areas designated by the Public School System. Such designated enclosed areas must be totally separate from the child care areas, either within the premises or on the center playground.

## **Weapons / Drug Policy**

Weapons and drug possession are not allowed on any public school grounds or in any GI after school programs. All persons that do not abide by this rule will be reported to authorities.



## Open Door Policy

Generation Infocus encourages open communication between families, staff and management. We ensure that staff and families have an effective way of negotiating difficulties and differences that arise during their interactions. GI handles differences that arise either through individual meetings with the teacher, director and/or owner. Please feel free to call on us – our doors are always open and we are only able to address matters that are brought to our attention in a timely and an appropriate manner. For non-emergency communication please send an email first and call second. **Please give up to 72 hours for non-emergency responses.** For emergency communication please also email first, call second and/or if your site is located at a school. The school is not responsible for delivering your emergency message to GI staff. All parents/guardians are encouraged to come to the site location for non-emergency and emergency (when possible) communication to speak with the manager on staff directly in person. In addition, **during school holidays GI will be closed unless we are running programming.** Please allow email and phone communication responses to resume a maximum of 72 hours after returning from the holidays.

## Newsletters

The Site Director will send monthly newsletters via email. These newsletters include pictures of your children and notifications of upcoming events. Please be sure to refer to the newsletter to learn more about our program and see what your children are learning during our program. These will be sent to the emails provided in your registration packet. If you do not receive a newsletter from your site director or would like the newsletter to be sent to a different address please notify your Site Director.

## Parent Advisory Committee

**Parents/guardians, you are champions for your children and we value your input!**

Each year we invite parents to serve on the GI School Site Student Council to represent the voice of parents/guardians whose children are serviced in our program. The council meets to plan possible future events, address challenges, review policy and program practices, consider ways in which programming can be enhanced and applaud what is being done well. The Generation Infocus staff greatly appreciates parent/guardian input and support of the GI STEAM after school program. Student Council is elected by the students during our Winter Maker's Fair.

## **Procedure For Handling Complaints / Concerns**

If parents have any questions, comments, concerns or grievances regarding their child's participation in the program, they may contact the GI Site Director at their school. Please know that any concerns or grievances can be made without interference or retaliation. If the problem cannot be resolved through a conversation with the Site Director, please feel free to contact the Executive Director, Tiffany Ray (tiffany@generationinfocus.com) in writing stating the issue and a proposed remedy within two business days of the date of concern. The Executive Director will have three business days to respond in writing or by phone. Generation Infocus asks that parents/guardians give GI staff the opportunity to remedy all after school concerns without involving the schools administration as it is GI's responsibility to manage the after school program.

### **Parent Interactions with Generation Infocus Staff**

"All interactions among staff, students, visitors and parents are to be respectful and appropriate. Georgia law prohibits disruptive conduct on school property, including insulting, screaming/cursing or abusing public school employees /after school staff on school grounds in the presence of students and minors. If the educational environment is or could be negatively impacted, Generation Infocus reserves the right to place restrictions on the ability of certain individuals to come onto campus, attend after school events, or interact with staff (in person, via written communication or via electronic communication). Generation Infocus /School Day Admin may also place restrictions on individuals who have violated certain school policies or state law. We appreciate your understanding and cooperation as we strive to provide a safe and productive environment for students and staff."

Please see Georgia Law Codes below;

Code 20-2-1181 Disruptive/Interference with Public School

Code 16-11-30 Disorderly Conduct

Code 20-2-1182 Insult or Abuse of Teacher or Staff Member

Parent(s)/guardians who pose a threat to GI staff members may still be allowed to have their children continue attending Generation Infocus at the discretion of Generation Infocus admin in conjunction with the school principal or designee. GI wants their staff to report to work in a safe environment. If a parent/guardian continues to engage in inappropriate behavior or disregard to the school, school system, Georgia Law Codes and/or GI staff are in fear for their life (bodily harm, etc.), Generation Infocus reserves the right to discontinue services. The Generation Infocus staff are required to be respectful to parents/guardians. Should any occurrence occur that a client deems disrespectful, please report this to your after school Site Director. If it is in regard to your after school site director please contact GI's Executive Director.



## **PROGRAM AGREEMENT FORM**

I have read, thoroughly understand and agree to the terms outlined in the Generation Infocus policies and procedures handbook.

Parent's Printed Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE RETURN SIGNED FORM TO A GENERATION INFOCUS SITE DIRECTOR AT YOUR GI PROGRAMMING LOCATION.**



## BEHAVIOR AGREEMENT FORM

I (parent/guardian) \_\_\_\_\_, have read the After School expectations and behavior consequences for Generation Infocus After School Program 2016-2017 explained above. I understand that my child must adhere to this agreement, as well as any policies added by program staff or faculty throughout the duration of the After School program. By signing below, I agree to discuss these policies with my child, so that she/he will understand and comply with them while at program. I understand that non-compliance may result in the dismissal of my child from the program.

All interactions among staff, students, visitors and parents are to be respectful and appropriate. Georgia law prohibits disruptive conduct on school property, including insulting, or abusing public school employees in the presence of students and minors. If the educational environment is or could be negatively impacted, the School District reserves the right to place restrictions on the ability of certain individuals to come onto campus, attend school events, or interact with staff (in person, via written communication or via electronic communication). In addition, the Site Director may also place restrictions on individuals who have violated certain school policies or state law. We appreciate your understanding and cooperation as we strive to provide a safe and productive environment for students and staff.

In addition, there are multiple Georgia Law Codes addressing disorderly conduct;

- Code 20-2-1181 Disruptive/Interference with Public School
- Code 16-11-30 Disorderly Conduct
- Code 20-2-1182 Insult or Abuse of Teacher or Staff Member

Parent/ Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## PHOTOGRAPHY & VIDEO CONSENT FORM

I (parent/guardian) \_\_\_\_\_, give the Generation InFocus after school program and their publishers and partners permission to use my/my child's image, name, and/or statement for incorporation into a Generation InFocus product in all forms and media including advertising and related promotion. I grant the right to use my/my child's image, name, and/or statement in connection with all uses of Generation InFocus or product and waive the right to inspect or approve use of my/my child's image, name, and/or statement as incorporated in the product. I release Generation InFocus and their publishers and partners from all liabilities related to any claims of copyright infringement or other compensation. I acknowledge that I have no ownership rights in the Generation Infocus product.

Parent/ Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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