



LEARN

Resource

Center

PARENT HANDBOOK

2026-2027

New Haven Primary
New Haven Intermediate
Woodlan Elementary

Updated 08/2026

PROGRAM INFORMATION

LEARN Resource Center offers diverse, high quality out-of-school activities that promote leadership and youth development through enrichment activities, unique experiences, and opportunities to develop relationships with adults and peers.

Program Philosophy

LEARN provides safe, enriching, and fun activities that are conducive to social interaction and learning for students in K-6th grades during the school year. In addition, LEARN offers educational activities to support school academics. Through our activities and student interactions, we strive to show children how to feel good about themselves, make healthy choices, resolve differences and contribute in healthy ways to their community.

Staff works with teachers, principals, social workers, nurses and special needs experts that work with your child. We hope it sends a message to families that we support them in their task of raising healthy, happy, responsible and capable children. LEARN supports families by including them in their child's day and offering our expertise in the care and nurturing of their children.

Holiday/Service Days

LEARN follows East Allen County School schedule. LEARN business office will be closed for the following holidays:

New Year's Eve Day, New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, Christmas Eve Day, and Christmas Day.

There will be no programs held during EACS Winter or Spring Breaks. There may be other days periodically throughout the year when program will close to allow time for staff in-service days. Please check the program calendar for those days.

Confidentiality

The privacy of the children and parents whom we serve is important to LEARN Resource Center. All information given to LEARN Resource Center is considered private and will be held in confidence unless authorized by the parent for disclosure or a court order is issued requiring the release of stipulated information.

Inclusiveness Statement

LEARN is designed to provide out-of-school opportunities for children and youth enrolled in grades Kindergarten through 6th grade. All children must consistently demonstrate appropriate social skills, follow adult direction, show readiness for program activities and follow the program's basic safety rules. We recognize the value of a diverse participant base and will not discriminate in decisions and actions involving participation on the basis of age, race, gender, color, national origin, disability, religion, or sexual orientation. We, however, reserve the right to separate genders and/or groups for particular program activities for educational reasons, making sure that all activities are equitably available.

LEARN Website, Social Media and eNews

Please check the LEARN website and social media sites regularly for updates, news and stories. LEARN is on Facebook, Instagram and X. You can find links to these on our website. LEARN will send a monthly newsletter through the Procure App. The newsletter will provide a variety of information/news/upcoming events for parents. Content may include recent activities at your child's program site, information on program closure dates, activity ideas and more.

GENERAL GUIDELINES

Eligibility

All participants must meet the grade requirements to be registered and attend the school where LEARN has a program site. All participants must be toilet trained. Participants must be able to feed and dress themselves. Assistance will be given to younger children or children with special needs for tying shoes, and handling buttons, and other more difficult tasks.

Youth must be able to communicate effectively with staff so questions and problems can be adequately addressed: i.e. restroom breaks. Children must also respond to their given name, for their own safety.

Special Needs

If a child does not meet the established guidelines and needs an exception or has special needs, LEARN will review whether it can accommodate the exception or request on a case by case basis. Whether it can accommodate the special needs will depend on safety issues (whether there will be a direct threat to the health or safety of the child or others) and/or whether LEARN can provide its services and programs to the child and others without fundamentally altering the nature of the program without undue burden.

Parents need to discuss with LEARN exactly what is needed and what limitations the child has so that we can properly evaluate these issues. LEARN may have the child attend program on a trial basis. If a child's needs require significant individual attention by a staff, it may not be possible for the child to participate.

EACS School Policies and Dress Codes

Since, LEARN Resource Center holds it before and after-school programs in EACS buildings, LEARN complies with EACS School Policies, including EACS Dress Codes established at each school. Please refer to your child's school's Parent Handbook.

REGISTRATION AND PAYMENT INFORMATION

How to Enroll

LEARN Resource Center uses the online program app, Procare, for enrollments, payments, communication, etc. Access to our enrollment link can be found on our website under the Enrollment tab at: www.learnresourcecenter.org. Once all enrollment forms, immunization record for each child, and the enrollment fee is received, you will be contacted to determine the start date for your child to begin attending.

Enrollment Requirements:

1. Complete online enrollment including child and parent information, emergency and authorized pick-up contacts, and signed enrollment terms agreement
2. Plan of Care and/or Medication Consent forms for each child (if applicable)
3. Non-refundable enrollment fee per child

All children must be re-enrolled for each school year. All families are encouraged to enroll early and save on enrollment fees during promotional periods.

Emergency Contacts & Authorized Pick-Up

Emergency contacts, as well as persons authorized to pick your child up from the program, must be at least 18 years of age and have a photo ID ready to present. Please provide the names, relationship to the child, and phone numbers for these individuals when you enroll your child. You may change, add, or delete contacts through the Procare App. If you believe you have an extenuating circumstance and are not able to meet the age requirement, please contact the office. A waiver may be available for older siblings in some circumstances.

Enrollment Fee

A non-refundable enrollment fee is due at time of enrollment. Enrollment is required at

Program Fees and Late Payments

Payments are due on the Friday before attendance. If payment is not received by the following Monday at 12 PM, you will be charged a \$10 late fee. Payment can be made through the ProCare App.

Past Due Payments

Any parent/guardian owing a past due balance from a previous period of attendance may not re-enroll their child in any other LEARN program until their account balance has been paid in full. LEARN reserves the right to disenroll youth participants if fees are not paid.

Absence/Credits/Refunds

When you enroll your child(ren) in the before and/or afterschool programs, you are reserving the time, space, staff and provisions (which are purchased in advance) for your child(ren) whether they attend or not. Absences will not be deducted from your weekly fee.

LEARN does not refund or provide credits for days when East Allen County Schools closes due to inclement weather (except under extreme circumstances due to weather closers of 4 days+ in a row).

LEARN will be closed on the following holidays, and regular fees are charged during the weeks in which they occur: Labor Day, Martin Luther King, Jr. Day, President's Day, and Good Friday. Regular fees are also charged during weeks where there is a school in-service day schedule.

If you have paid ahead on your weekly fees and withdraw your child from the program, you may request a refund. Refund requests must be made to the Operations Manager. Processing may take up to 2 weeks.

Tax Statement

The agency's Tax ID# is 31-0975312. Tax statements can be accessed via your online Procure account. Please note, LEARN will not release payment information to any person other than the account holder.

Waiting Lists

In the event that our program fills prior to your child's enrollment, you may place your child on our waiting list. You will be contacted if a spot becomes available.

Financial Assistance

LEARN Resource Center provides limited financial assistance through its Scholarship Fund when funding is available. A family must meet the required guidelines in order to receive financial assistance. Applications are available at the Business Office and are accepted on a first come, first served basis. Regular fees are due until approval of the financial assistance application is made.

Address & Telephone Numbers

Please inform LEARN in writing of all changes to address and phone numbers. If your emergency numbers change, it is important that we are notified immediately to ensure proper notification of parents in case of an emergency. Also, please notify LEARN if you are going out of town; this allows us to quickly contact others on your emergency contact list if necessary.

PROGRAM INFORMATION AND PROCEDURES

Program Sign In – When dropping off your child in the morning for Before School LEARN, you MUST escort your child to the school door and use the Procure App to sign your child/ren in. LEARN cannot allow children to be “dropped off” outside the school.

Program Sign Out – If you are picking up your child from the school, your child(ren) should be picked up no later than 6 PM at New Haven Primary and Intermediate and no later than 5:30 PM at Woodlan. You will use the Procure App to sign your child/ren out. When signing your child out, it may take a little time for staff to know who is picking up each child. Please have your government issued picture ID ready. Adults not listed on the registration form, not authorized in writing by a parent, or without proper identification will not be permitted to remove a child from the LEARN program. Another designated adult may be added by notifying the Site Director in writing at least one day before authorization is to be given for that child's/children's release to that adult. It will be the parent's responsibility to inform all adults who may pick-up their child(ren) of the picture identification requirement.

Points to Remember:

- Sign your child in/out every day using the Procure App.
- Bring a government issued picture ID to sign out your child. This ID must be a driver's license or government issued ID. Work badges will not be accepted. Your ID must be shown every time a child is released-until staff become familiar with parents. Your child will only be released to those adults to whom you have authorized in writing.

Late Pick Up and Fees – Our afterschool programs end promptly at 6 PM at New Haven Primary and Intermediate schools and 5:30 PM at Woodlan Elementary. It is your responsibility to have your child picked up by the end of program. If your child has not been picked up by 5:30 PM (Woodlan) or 6 PM (NH Primary/Intermediate) per the LEARN clock will be charged a late pick-up fee. Within the first five minutes, an automatic flat \$10 late fee is charged. After five minutes, an additional \$1 per minute fee is charged.

Example 1: If a child is picked up two minutes late, it is a flat \$10 late fee.

Example 2: If a parent/guardian arrives at 6:12 PM, the charge is \$10 for the first five minutes, and \$7 for the additional seven minutes. The total late fee charge would be \$17 (only one charge per family of multiple children).

If you know you will be late, please make alternate pick-up arrangements. LEARN staff should be notified if you foresee arriving late as it can stress a child when parents are late.

If there has not been a plan for your child(ren) to be picked up by 6:00 PM (Woodlan)/ 6:30 PM (NHP/NHI), your child(ren) will be turned over to the local police or Child Protective Services.

Late pick-up fees will be added to parents' billing statements and are due with the next regularly scheduled payment. Repeated failure to pick up children in a timely manner will result in forfeiture of your child's participation in LEARN. If you have an emergency and will be late to pick up your child from LEARN, call your site as soon as possible.

Release of Children to Intoxicated/Impaired Person

In the event that a LEARN staff suspects the individual picking up a child to be intoxicated or impaired, LEARN staff are required to:

- 1.) Separate the individual from the child(ren);
- 2.) Discourage the individual from leaving with the child and offer to call someone from the emergency contact list;
- 3.) Let the individual know that if he/she chooses to leave with the child, the police will be notified.

Walk/Ride Policy

Participants in the LEARN program are NOT permitted to walk or ride a bike home. A parent or designated adult must pick the child up from the school.

PARENT PARTICIPATION

Parents are an important part of our program. We encourage you to share your talents, hobbies, and/or profession with our program. Please contact your child's site director to volunteer your services.

Program Surveys

Surveys will be distributed during both fall and spring semesters. Parents are encouraged to give LEARN feedback on the program.

Visitation & Parent Feedback

Due to school regulations, we are limited in allowing parents into the school due to school safety policies.

We appreciate input regarding program expectations, suggestions, ideas and comments on ways to improve our services to you and your family. You may direct any suggestions, concerns, compliments and complaints to program staff, the site director, or the agency's Executive Director.

Parent Grievance

If a parent has a concern about the program, the following process has been established to ensure that the concern is addressed. Concerns should be presented in the following manner:

- 1) The parent/legal guardian should first discuss their concern with the LEARN Site Director.
- 2) If after talking with the LEARN Site Director, and you, the parent/guardian does not feel that their concern was addressed satisfactory, then the parent/legal guardian may discuss their concern with the Executive Director

While caregivers may wish to express their own concern, the staff will only respond to concerns in detail with the participant's parent/legal guardian.

Separated Parents: If parents are separated and not legally divorced, LEARN Resource Center cannot deny parent access to a child. If one parent is concerned about the safety of the child when the child is with the non-custodial parent, action should

be taken through the court system.

Without legal documentation, LEARN staff will not prevent access to the child by either parent.

Divorced Parent: In cases of divorce, either parent may pick up a child unless a court order indicates limited visitation or no visitation. If parents are in the process of separation or divorce while the child is at LEARN, every attempt should be made to keep staff members updated on issues affecting a child's custody or emotional well-being. Custody agreements must be kept on file at the agency's business office.

Guardianship: If a legal guardian rather than a parent enrolls a child, a copy of all appropriate legal paperwork must be on file at the program site. This is especially critical if natural parents have no custodial or visitation rights.

THINGS TO KEEP AT HOME

- Gum, candy, soda pop and all toys!
- All electronic devices
- Any type of cards: magic, trading, Pokemon, etc.
- Pocket knives/weapons
- Expensive items
- Any additional items or clothing deemed inappropriate

PROGRAM SCHEDULE/ROUTINE

CURRICULUM

The LEARN program uses curriculum designed to meet the goals of our program, provides a variety of activities including arts and crafts, sports and games, music, science and discovery, math and literature, fitness and wellness activities, special interest areas, and special events. Activities are planned to meet the needs and interests of the children.

DAILY PROGRAM SCHEDULE DESCRIPTION

Before School begins at 7 AM and is held until school starts. **Children should not be dropped off with their breakfast or with drinks other than water. All children should eat their breakfast before being dropped off or wait until school serves breakfast at 8:45 AM. If your child comes in to program with food, they will be instructed to put it in their backpack.**

As children arrive, they typically will choose an activity to participate in, small group activity, or independent time activity. During program, children may go outside for free time or an organized activity.

Afterschool begins when school is released and is held until 6 PM. Each day, program starts with taking attendance and snack time. After snack, children typically begin Homework time for approximately 15-30 minutes. During this time, children can work on their homework. Depending on the child's homework load, he/she may or may not complete it all. For children without homework or completing homework early, he/she will be provided enrichment activities or reading to choose from.

After homework time, children will participate in a wide variety of academic enrichment activities (science, math, reading, and writing), on-line enrichment activities, small and large group games/activities, creative arts, physical activities, and/or independent time activities. From time to time, your child will participate in special activities including celebrations, guest speakers and programs.

OUTDOOR PLAY

Outdoor play periods are required for the children each day as the weather permits. In inclement weather, indoor large muscle activities will be provided in the gym. The outdoor play period may be canceled or the length of time adjusted for extreme temperatures or threatening weather. Children will stay indoors if the feels like temperature is 20-degree F or below, and will limit children's time outdoors whenever there is a heat advisory.

Outdoor play will not be provided when there are non-weather-related safety issues outside. When an air quality alert is issued, children will not remain outdoors for extended periods and strenuous outdoor activity will be avoided. Please see that children are dressed appropriately for active play for both indoors and outdoors. This includes appropriate shoes for active play, and hats, gloves, and boots for winter snow play.

HOMEWORK POLICY

The LEARN program will provide time and opportunity for students to work on their homework after-school, but youth will not necessarily have completed it before going home. It is up to the initiative of the child to work on their homework. Staff will not “police” youth’s honesty related to whether they have homework or not. In addition, children may choose to work on their homework during choice time activities, but will not be “forced” to complete their homework. Only during the 15 minute snack time, do we ask that the child refrain from working on any homework in order to experience a “family” time of eating together with their group. (See Homework Policy for further details.)

EACS e-Learning DAYS

EACS holds e-Learning Days on days when a regularly schedule school day has been cancelled. It is anticipated that students complete their e-Learning assignments on that day when teachers are accessible online to help any student who may need it. In addition, students are provided 5 school days in which to complete their online assignments.

For students without internet access or for students who do not complete their e-Learning on the closure day, each school opens its computer lab for students to come in 1 hour before school starts and to stay up to 1 hour after-school.

It is LEARN’s policy that if any student enrolled in LEARN needs to work on their e-Learning assignments, they should work on it outside of program time.

While a limited amount of time may be available for participants to work on/complete e-Learning assignments during LEARN program time, it is the parent’s responsibility to ensure their child has completed e-Learning assignments.

MOVIES IN PROGRAM

LEARN believes that good programming does NOT include TV shows and movies. Documentary videos may be used in support of curriculum with advance approval of the Executive Director. Computer “screen time” will also be limited, unless it supports educational enrichment.

AFTER-SCHOOL SNACKS

New Haven Primary & Intermediate

Some program sites partner with the Indiana Department of Education and offer healthy snacks to all enrolled children as part of LEARN’s participation in the U.S. Department of Agriculture’s (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in childcare. Currently, New Haven Primary and New Haven Intermediate are qualified sites.

Woodlan Elementary

This site does not qualify for the CACFP. Parent will need to provide a daily snack for their child. Please avoid sending in candy or unhealthy snacks.

If your child has food allergies, you will be required to complete a “Medical Statement for Children with Special Dietary Needs.” In most cases, we are able to provide food substitutes.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

PHONE

If an emergency arises while your child is in program, your child can receive a message by calling the LEARN program number. Youth are not permitted personal use of phones at the program to call friends. Youth are not allowed to have their cell phone out during program.

SAFETY AND INSURANCE

LEARN Resource Center takes every precaution to ensure a safe and fun experience for all kids. If an accident should occur while your child is in the LEARN program, please note that LEARN Resource Center does not furnish accident insurance. All medical bills are the responsibility of the child's parent or guardian.

DISCIPLINE POLICY

Participants are expected to follow behavior guidelines and to interact appropriately in a group setting.

The basic behavior expectations for all LEARN participants are:

- Respect the staff and others
- Respect the rights and property of others
- Learn to accept the consequences of their own actions
- Share with children in the program
- Use appropriate language
- Respect the rules and guidelines of LEARN and the school
- Report promptly to the LEARN program after school
- Remain with LEARN at all times unless prior arrangements have been made with LEARN
- Take care of and return all materials and equipment used to the appropriate place

BEHAVIOR MANAGEMENT

LEARN strives to enhance the social development of each child we serve. All LEARN staff aspire to develop positive relationships with children based on mutual trust, honesty, and respect. LEARN staff appreciate and support the uniqueness of each child and will interact with children in a positive manner including: helping them feel welcome, comfortable, and supported; engaging them; recognizing their positive accomplishments; listening to what they say; responding to them with interest, acceptance, and appreciation; sharing skills and resources to help children solve problems; involving children in programming decisions; using positive language; and encouraging children to take on leadership roles.

LEARN program policy prohibits negative approaches to child engagement, such as: corporal punishment; aversive stimuli; withholding nutrition or hydration; inflicting physical or psychological pain; demeaning, shaming, or degrading language or activities; unnecessarily punitive restrictions; forced physical exercise to eliminate behaviors; punitive work

assignments; punishment by peers; and group punishment for individual behavior.

If a child's behavior requires discipline, LEARN staff will handle the inappropriate behavior by redirecting the child to another activity, guiding them through conflict resolution, allowing space and time, and communicating with them in a way that allows them to identify feelings and develop an understanding and respect for the feelings of others. LEARN staff will discuss the behavior problem with the parent(s) and complete an incident report when necessary. If the behavior continues and a second incident report is completed, the child will be suspended 1-3 days while the Site Director schedules a meeting to discuss strategies for improvement to prevent permanent suspension from program. If the behavior persists and a 3rd incident report is completed, the parent(s) will be notified of permanent suspension from the program. If at any time LEARN determines that the safety of any person or property is in question, LEARN has the right to dismiss the child from the program immediately. If a child deliberately damages any property or equipment that LEARN is responsible for, the child/parent will be responsible for the cost of replacement.

Bullying

Bullying is when one or more people exclude, tease, taunt, gossip, hit, kick, or put down another person with the intent to hurt another. Bullying happens when a person or group of people want to have power over another and use their power to get their way, at the expense of someone else. Bullying can also happen through cyberspace: through the use of e-mails, text messaging, instant messaging, and other less direct methods. This type of bullying can also lead to persons being hurt during or between programs and be especially hurtful when persons are targeted with meanness and exclusion.

At LEARN bullying is inexcusable, and we have a firm policy against all types of bullying. Persons who are bullied may not have the potential to get the most out of their program experience. Our leadership addresses all incidents of bullying seriously and trains staff to promote communication with other staff members and our participants so both staff and youth will be comfortable alerting us to any problems during their program experience.

Consequences for Unacceptable Behaviors

If your child needs to be disciplined acceptable measures may include:

- Stern verbal warnings
- Loss of program privileges/activities/time-out from activity
- Removal from activity and placed with staff away from group
- Meeting with staff/other children involved.
- Parental notification and/or conference.
- Removal from the program for the remainder of the day.
- Suspension from the program for 1-5 days.
- Referral to police, juvenile authorities or community agency.
- Disenrollment from the program.

Forbidden discipline actions include: Physical punishment, striking a child, roughly handling or shaking a child, restricting movement through binding or tying, forcing a child to assume an uncomfortable position, or exercise as punishment; enclosure in a small confined space; punishment by another child; separation from the group so that the child is away from the hearing and vision of a staff member; withholding or forcing of food or rest; verbal remarks which are demeaning to the child; punishment for toileting accidents; and punishment by applying unpleasant or harmful substances.

If your child has been receiving assistance in behavior management in school, it is imperative that this information be shared with program staff. This will enable us to work more effectively and productively with your child.

LEARN reserves the right to remove/suspend a child from our program for any of the following reasons for any length of time as deemed appropriate:

- Failure of parent/guardian to pay weekly fees as outlined in the handbook.
- The child's needs are not being met in our program setting.
- The child is a safety threat to himself/herself, other children, LEARN staff, members, or volunteers. This includes behavior such as fighting, striking others, physical aggression, threatening behavior, biting and wandering away from the program.
- Using profanity, vulgarity, or obscenity frequently.

- Sexual harassment.
- Behaviors that continually disrupt activities and/or other participants and/or take all of one staff's time to manage child's behavior.
- Unsafe activities (walking/running out of program, hiding from staff, leaving school grounds)
- Acting in a lewd manner.
- Vandalism or destruction of property.
- Inappropriately dressed.
- Possession of and/or using tobacco, alcohol, illegal drugs firecrackers, firearms, or explosives.
- Inappropriate touching of self or others.
- Any additional behavior deemed by LEARN which disrupts the day-to-day operations of the program.

ACCIDENTS/EMERGENCIES/SAFE CONDITIONS

FIRST AID and CPR

All LEARN staff is trained in First Aid. Staff certified in CPR is also on site. 1st Aid supplies are kept at each program site and taken in a backpack on every field trip.

Accident Reports

For minor accidents, staff will fill out an Accident Report. If a child is upset, or if the accident will leave marks, staff will contact parents to inform them of what happened and answer any questions. The original copy of the accident report will be placed in the child's Parent File or given directly to the child's parent the same day as the accident. For children who receive busing, the form will put it in the child's book bag. The agency will keep a duplicate copy of the report to be kept on file.

Medical Emergency

For serious accidents which might need medical attention:

1. Staff are to call 911. Begin first aid/CPR if necessary.
2. Staff will contact the child's parent immediately and advise them of the situation.
3. When the paramedics arrive, they will advise staff whether or not the child needs to be transported to a hospital immediately. If the child needs to be transported, a staff person will accompany the child along with the child's completed emergency card and registration form with them.
4. Staff will fill out an Accident Report and follow same procedures as listed under 1st Aid.
5. Staff will follow up with a call to the family to see how the child is doing.

Under no circumstances will an injured child to be transported by a staff member.

Medication During Program Hours

We prefer not to give any medication to children. Under very limited circumstances, we will administer medication prescribed by a physician or medication authorized by a physician.

Any medication that needs to be administered during program hours must:

- Be accompanied by "Permission to Medicate" form.
- Be brought directly to the Site Director in its original container with the child's name, physician's name, and drug name on the container.
- Have specific doctor instruction for dosage, times, etc. Staff can only administer medication according to original instructions on label. If direction from parent is different, the parent must provide a physician's written change.
- No over-the-counter medication, including aspirin, cough medicine, etc. will be given without a doctor's written consent.
- Staff cannot administer amounts other than specified on bottle or split pills.
- Medication will not be administered past expiration date.

Parents must also provide the LEARN site with both a parent and physician signed permission form **before** staff administers any medication. The physician and parent medical permission forms, as well as, the pharmacy label directions must be the

same and include all times medication is to be given. Please do not send medication with your child. Parents should give medications directly to the LEARN Site Director or the designated staff in charge.

Management of Communicable Disease

If a child has any of the following signs or symptoms of illness, he/she shall be immediately isolated for:

- Severe Coughing
- Chronic runny nose with colored discharge
- Difficult or rapid breathing
- Yellowish skin or eyes
- Has had a fever 100 or more within the past 24-hours
- Untreated infected skin patches
- Sore throat or difficulty swallowing
- Vomiting and or diarrhea
- Evidence of lice, scabies or other parasitic infestation
- Pink or runny eyes/conjunctivitis
- Severe stomach or head pain

If any of these symptoms occur prior to dropping off at the program, please do not send your child for the well-being of all children.

The child will be isolated from the group and will be supervised by an adult, and the parents will be called immediately and asked to promptly (within 1 hour) pick up their child. If the child has a communicable disease, a return note from the physician may be requested. Upon departure from the program, parents/guardians will be notified verbally or by a written statement that a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

SAFE CONDITIONS

The following steps will be taken to ensure the safety of children in LEARN's staff care:

- Children will be actively supervised by qualified LEARN staff at all times in accordance with the following Child/Staff Ratio Chart and other accreditation-based ratios as applicable but not greater than the numbers listed below:

Age of Youngest Child in Group	Maximum Number of Children Supervised by One Caregiver	Maximum Number of Children In One Group
5 Years/Kindergarten	15	30
1st Grade and Above	20	40

- All LEARN staff members pass through an extensive screening process, including a comprehensive criminal history check and checks against the national sex offender list. In addition, staff participate in New Employee Orientation, receive Child Abuse Prevention training, Safety and Risk Management training, CPR/First Aid, and other ongoing trainings in crucial areas to ensure that they are qualified to work with children.
- LEARN will not provide services in school areas that are being remodeled and/or repaired. The schools that LEARN partners with are responsible for maintaining all interior and exterior surfaces; however, LEARN staff will conduct routine and regular inspections of relevant indoor and outdoor spaces to ensure LEARN is not exposing any child to an identifiable safety hazard or other unsafe conditions. These inspections include, but are not limited to, visual inspections of the relevant spaces.
- In addition to the interior and exterior surfaces where services are provided, LEARN will inspect all equipment and furnishings to ensure safe conditions. This includes making sure that there are no sharp points or jagged edges, protruding nails or wires, loose and/or rusty parts, and/or other unsafe materials. If at any point LEARN staff has a concern, LEARN will work diligently with school personnel to ensure all children are in a safe environment.

- As part of LEARN's routine practices, LEARN staff members clean and sanitize the areas in which LEARN provides services. This includes, but is not limited to, sweeping/mopping, wiping down surfaces, discarding trash, and other regular sanitary measures. These actions occur daily, weekly, and as needed when items become soiled or contaminated.
- LEARN has worked cooperatively with the schools where LEARN provides services to ensure that LEARN staff members have and follow the school's approved evacuation methods in the event of fire, severe weather emergency, or other threats. LEARN conducts regular drills to ensure all children are prepared for such emergencies.
- LEARN prohibits the use of toxic substances by either the staff or the children and further prohibits the following items from LEARN program sites: alcohol, guns, drugs, smoking, and violence.
- To ensure all children are free from confusing and/or unsafe encounters with strangers, LEARN does not allow teen/adult strangers near children. When necessary, LEARN staff will ask for the identification of any unknown individuals who are attempting to contact children. If unable to ascertain an approved purpose, LEARN staff will ask them to leave the area or will contact the authorities, whichever is necessary.
- If a LEARN staff member suspects the person picking up a child to be intoxicated or impaired, LEARN shall: separate the individual from the child, discourage the individual from leaving with the child, and let the individual know that if they leave with the child LEARN must contact the police or school authorities pursuant to state law.

Emergency/Weather Closings

LEARN will cancel its programming whenever East Allen County Schools has cancelled school for the day due to weather. If the weather is becoming increasingly unsafe for travel during the school day, the Executive Director shall reserve the right to cancel the program prior to the end of the school day (no later than 1 PM). Safety of participants and staff is given the utmost consideration. Please have an alternate plan in place in the event this should occur.

ABUSE & NEGLECT REPORTING

LEARN staff members are considered mandatory reporters for child abuse and/or neglect. LEARN staff members will, if they have a reason to suspect a child is a victim of abuse and/or neglect, notify CPS by calling the CPS hotline at 1-800-800-5556. Parents may contact Family and Social Services Administration/Office of Early Childhood and Out of School Learning with any questions or concerns: 402 W. Washington Street, Room W-361, Indianapolis, IN 46204, 317-234-4056 or 1-877-511-1144 or www.in.gov/fssa/childcarefinder.