

# Health & Safety Policies

## Child Abuse and Neglect

Child abuse and/neglect is illegal and prohibited in any WonderKids Program. Vermont law requires all staff of WonderKids to report any suspicion of child abuse or neglect to the Department of Children and Families.

## Attendance and Dismissal Policy

Regular participation allows students to get the most from the program. Therefore, regular attendance is critical for students to enjoy the program. Your student's participation should be consistent with the structure of the program. If your students cannot attend for all of part or the after-school program, please call the site coordinator and let them know.

If a child is not present when attendance is taken, staff will take the following actions:

- Check with school staff
- Check phone messages to see if the parent/guardian has left a message about their child.
- Ask other children if they know where the child is.

If the above steps are taken and the child has not been located, we will:

- Call the parent/guardian to locate the child.
- Call other emergency contact names.
- Call the police.

At present, enrichment programs end at 5 p.m.

Please be considerate by picking up your child in a timely manner. Staff have family, educational, and personal commitments that they need to attend.

## Suspensions or Expulsions

If your child is suspended from school for disciplinary reasons, please notify the site coordinator. Their suspension may or may not prevent them from attending the After School program in the afternoon. This is up to the Site Coordinator's discretion.

Suspensions and time off will only occur when the site coordinator has exhausted all other discipline options, or if the behavior is extreme. Extreme behaviors that might lead to a suspension include aggression - both verbal and physical, and continued non-compliance with staff. If these behaviors continue to occur, the suspension could be permanent.

## Medications

Medication will not be dispensed during any WonderKids program. Exceptions to this policy include time sensitive medications such as inhalers and epi-pens.

## Injuries and Medical Emergencies

If a child has a serious injury or medical emergency which requires medical attention, staff will:

**If not life threatening, but serious enough for medical attention:**

1. Notify the child's parent or guardian.

2. If parent/guardian can not be reached, staff will transport child to nearest medical facility or call 911 for Rescue.

**If injury is life threatening:**

1. Call 911 immediately.
2. Notify parents as soon as possible.

Immediately after taking care of the situation, staff must fill out an accident report.

**Illnesses**

If your child did not attend school during the day or was sent home from school for any health reason, s/he will not be permitted to attend the after school program. If a child becomes ill during the program, staff will contact parents or individuals designated on the emergency form.

**Fire and Crisis Drills**

The WonderKids program follows the school's protocol for fire and crisis evacuation. All programs participate in two fire drills per year.

**Discrimination Policy**

WonderKids intends not to discriminate on the basis of sex, race, religion or handicap in the programs that we offer. Please contact the Executive Director if you believe that we have inadvertently done so.