



Enriching After School and Camp Programs

www.enrichthekids.org

FAMILY HANDBOOK

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Introduction

Welcome to EnrichTheKids, Inc. Our program provides enrichment, childcare, and activities for the children in our program. The program is fee-based and self-supporting. EnrichTheKids, Inc is a non-profit organization, so we can offer services at a lower rate because we are not subject to gross receipts tax. It allows us the privilege of operating in the schools. Please read and become familiar with the policies and procedures. Keep this handbook for your reference and call your site director if you have questions.

To enroll your child, please provide a filled-out medical card and a signed parental consent form and agree to follow all Las Cruces Public Schools immunization regulations. Per our insurance, we need copies of shot records and insurance cards.

General Information

Philosophy

We understand that children have unique gifts and abilities and need positive guidance and support to learn and grow. With input from the students, parents, staff, and stakeholders, we plan many activities to assist with the child's overall growth. As part of their community and support group, we are responsible for creating as many opportunities as possible to promote positive interactions and relationships with peers and adults. We embrace that all families are different and unique and support everyone having equal access to appropriate services that all families deserve to reach their full potential.

We are committed to building trust through developing inclusive practices and overcoming biases, so we may establish creative partnerships to help our families, children, and employees grow. We are accountable to every child and family to uphold these ideals.

Mission

Enriching the lives of youth and their families by supporting systems that promote holistic growth, resilience, and a brighter future for all.

Curriculum

The curriculum is created by staff intending to prepare and teach age/developmentally appropriate lessons within their expertise. Site directors prescreen all lesson plans. Teachers/caregivers must go through 12 hours of college, community, and online training in early childhood development annually. Relationships and play are instrumental in the child's learning, so our daily routines allot time for space and spending time on building relationships that develop and foster self-reflection. We provide a diverse variety of services and experiences to meet the needs of our students. We are sensitive to their family experiences, culture, beliefs, abilities, and circumstances based on information shared by the family. We provide flexibility and choice for the best outcomes for all. We continuously use dialogue, surveys, and research to improve our methods to effectively meet the needs of the children and families in our programs.

Values

At EnrichTheKids, Inc., we are committed to fostering an environment that nurtures *growth* for the children in our care, their families, and our dedicated team. We believe that every child deserves the opportunity to develop their potential in a safe, supportive, and stimulating environment. We value *teamwork* as the foundation of our success. By collaborating with families, educators, and the community, we create a strong network of support that empowers children to thrive. Together, we work to create an inclusive environment where ideas, strengths, and contributions are respected and celebrated. *Care* is at the heart of everything we do. We are dedicated to providing compassionate, individualized attention to each child, ensuring their emotional, social, and physical well-being. Through our sincere commitment to care, we help children build confidence, empathy, and a love for learning.

General Information

Program Location

We are located at Highland Elementary, 4201 Emerald St., Las Cruces, NM 88012.

License number: 25826258

Days and hours of operation

This program provides childcare from 2:40 PM until 6:00 PM during the school year. Depending on school availability, the after-school program may provide childcare on Parent-Teacher Conference Days. The program does not provide childcare on National holidays when the school is closed. We also offer a summer camp program, which may not occur at your child's school during the school year. Enrichthekids, Inc. is open to school-age children from kindergarten through 5th grade. We will also accept home-schooled students or students from other schools, but families must provide transportation.

Services

We offer after-school care, homework help, social skills development, and enrichment classes.

Program Leadership

Site-Director: Janae Knapp: 575-390-7805

Co-Director: Kimber Lewallen: 512-629-1152

Program Director (for all programs): Tracey Gantzler (call or text i: 575-805-4618. If you are unable to reach site directors)

Snacks

We provide one healthy snack daily. Please check with the directors before sending peanut products, as we may have participants with peanut allergies. If your child has a food allergy, please let us know so we can make appropriate substitutions.

Highland After School Daily Schedule

2:40-3:00- Sign in & bathroom break/wash hands/snack/wash hands

3:00-4:00-Recess/free time

4:00-4:45 Homework & Quiet reading time

4:45-6:00-Free time/organized craft or game time

Highland Enrichment Time Schedule:

2:40-3:00- Sign in & bathroom break/wash hands/ snack & wash hands

3:15-4:15-Enrichment Classes!

4:15-5:00- Homework & Quiet reading time

5:00-6:00-Free time/organized craft or game time

Open Door Policy: Custodial parents/guardians or grandparents are always welcome at the program! We are supportive of and encourage family involvement. Visitors must check in with the Program Director before visiting. The director reserves the right to deny a requested visit based on the circumstances. **We will not allow non-family members or non-custodial parents to observe the children or the program.** We have cooperative agreements with NMSU's College of Education to enable students to do community service as part of their Multicultural Education Class and Service Learning. They are already cleared through the district to come into the schools to observe and volunteer.

Clothing and Personal Possessions

Students should always wear washable, practical clothing, including appropriate footwear and outerwear. We follow the school district's policy for dress code. Please ensure children bring jackets, hats, and gloves during cold weather months that are clearly labeled. EnrichTheKids, Inc. is not responsible for lost or stolen property. Even though children are accountable for their personal belongings, the staff will do everything possible to ensure that items will not be lost or stolen. Enrichthekids, Inc. highly suggests not sending cash with your children, as we are not responsible if it does get lost. **Please send a change of clothes with your child, who can stay at camp for impromptu wet play or messes.**

Holidays:

We celebrate and learn about all holidays as part of our enriching after-school program. If you object to anything we have planned, please send an alternate activity for your child for that day. You may send in a healthy snack or an activity for your child's birthday.

Liability Insurance: We carry independent insurance, of Las Cruces Public Schools. Contact the director to see a copy of this policy.

Policies and Procedures**Enrollment /Disenrollment Procedures/Payment Procedures**

Registration forms are available online at enrichthekids.org or in person from 2:30–5:30 PM in East Picacho Elementary, Hillrise Elementary, or Highland Elementary cafeterias. **Every family must apply for childcare assistance** through ECECD to help cover the program's cost. There is no cost to families who do not qualify for childcare assistance.

If you want to disenroll your child, please let the program director know at least two weeks before doing so. Written notice is preferred.

EnrichTheKids, Inc will give your spot to another child if your child stops coming to the program.

EnrichTheKids, Inc. Expulsion Policy

Unfortunately, there are sometimes reasons we must expel a child from our program, either on a short-term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION

- -The child is at risk of causing severe injury to other children or themselves.
- -The parent threatens physical or intimidating actions toward staff members.
- -The parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- -Failure to pay/habitual lateness in payments.
- -Failure to complete the required forms, including the child's immunization records.
- -Habitual tardiness when picking up.
- -Verbal abuse of staff.
- -Harassment or intimidation to staff, either on or off campus.

CHILD'S ACTIONS FOR EXPULSION

- -Bullying other children.
- -Uncontrollable tantrums/angry outbursts.
- -Ongoing physical or verbal abuse to staff or other children.
- -Bringing a gun or weapon on campus.
- -Continually intentionally damaging property

SCHEDULE OF EXPULSION

An expulsion action is to be a period so that the parent/ guardian may work on the child's behavior or come to an agreement with the center. EnrichTheKids, Inc. will inform the parent/guardian of the expulsion period's length, and the expected behavioral changes required for the child or parent to return to the center. The expulsion date will allow sufficient time to seek alternate childcare (approximately one to two weeks' notice, depending on the risk to other children's welfare or safety). Failure of the child/parent to satisfy the plan's terms may result in permanent expulsion from the center.

EnrichTheKids, Inc will not expel a child for the following reasons.

If a parent

- or guardian has complained to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center
- or questioned the center regarding policies and procedures.

To avoid expulsion, our staff will be proactive in mitigating unwanted behaviors.

- Staff will try to redirect the child from negative behavior.
- Staff will reassess the classroom environment, appropriate activities, and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- EnrichTheKids Staff will give the child verbal warnings
- and time to regain control of their behavior.
- The child's disruptive behavior will be documented and maintained in confidentiality.
- EnrichTheKids Staff will notify the parent/guardian verbally.
- EnrichTheKids Staff will give the parent/guardian written copies of the disruptive behaviors that might lead to expulsion.
- The director, staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding helping their child improve their behavior.

Late Arrivals

The after-school program begins when the child arrives. We appreciate your prompt arrival. If parents know in advance that a child will arrive late, please call and let us know. There is no discount/refund for late arrival or early pick-up.

Late Pick-up fees

We strongly recommend that parents have a backup plan if they cannot pick up their child on time and make considerations for bad weather and accidents. Please provide the site director's phone number so you can inform us of your situation. We will assess late pick-up fees five minutes after the end of the program or session. The cost is \$5.00 per minute. Late pick-up fees in the form of a check or money order are due at the time of pick-up.

EnrichTheKids Staff will call if a parent or an authorized person does not arrive to pick up a child within five minutes after the program closing time. If the parent/guardian is unavailable, EnrichTheKids staff will contact the authorized person listed on the enrollment form. If an authorized person is unavailable to pick up the child, EnrichTheKids staff will contact the police and Child Protective Services. Children will never be left unattended or taken home with a staff member after hours. The child will be disenrolled after three late pick-ups.

Absences

If you know your child will not be attending the after-school program session, please text the after-school program site director to inform the program of your child's absence.

Field Trip Policy: We will give parents/guardians permission slips at least seven days before a field trip. We are not liable or responsible for any accidents or injuries during "family field trips," where we meet as a group, and parents supervise and transport their children.

Health Policy

All EnrichTheKids, Inc. staff are certified in CPR and first aid. Suppose a child experiences a minor or non-emergency injury. In that case, a staff member will tend to the wound, fill out an incident report and inform parents at pick-up time. EnrichTheKids staff will contact a parent or authorized guardian in case of severe injury or illness. If a child is contagious, feverish, or incapacitated, the staff will isolate the child, and a parent/guardian will pick up the child as soon as possible.

EnrichTheKids staff will notify the designated emergency person if a parent is unavailable. Our staff will consult the child's physician if all designated emergency persons on the emergency form are unavailable. EnrichTheKids staff will follow the same procedures for field trips. If your child is ill with any infectious diseases listed by the NM Dept of Epidemiology, they may not return without a doctor's note. Please do not send a child to the program who has had a fever or diarrhea within 24 hours of the incident to keep from infecting other children and staff members.

Emergency Procedures/Safety Policy

EnrichTheKids, Inc., follows school procedures in case of an emergency. Students will never be automatically dismissed during emergencies but remain in the building. In an extreme situation where the building is determined unsafe, staff will remove the children to safety and immediately contact parents or emergency contact people. In case of fire, students will evacuate the building through designated doors to assigned holding areas until EnrichTheKids staff receives the signal that the practice drill or emergency is over. In case of a tornado, students will move to a designated safe place inside the school building and wait with the staff until the danger has passed. We practice drills regularly.

If your child has an accident resulting in loss of consciousness or excessive blood loss, our procedure is to call 911 and then call the parents. We follow all the school's safety rules and regulations for playground use. Please let us know your hospital preference if we had to use hospital services.

Hospital Contacts:

Mountain View Regional Medical Center - (575) 556 - 7600

Three Crosses Regional Hospital - (800) 421 - 8274

Memorial Medical Center - (575) 522 - 8641

Hot Weather

In extremely hot or windy weather, we will conduct all the program activities in the air-conditioned building. Otherwise, we will use the playground to enjoy outdoor activities. We will go inside every 15 minutes for water and offer the children who would rather play inside the option to do so after a 30-minute recess. Please provide sunscreen for your child.

Snow Days/Closures

We will close if the schools close due to snow or inclement weather.

Confidentiality Policy

We only share information about your child or family with people outside the program if solicited by the Early Childhood Education and Care Department (ECECD) or another State entity that requires it. We may request information about your child's schoolwork or performance to better serve your child.

Reporting Child Abuse

We are mandated reporters. EnrichTheKids staff members must report any form of child abuse, apparent or suspected. The EnrichTheKids, Inc. Staff Handbook outlines the specific procedure to follow. Parents/guardians may, upon request, view this policy. Contact the Child Care Services Bureau at 575-524-6044 or report neglect at 1-800-832-1321 to report suspected child abuse.

Guidance Policy

The Enrichthekids, Inc. after-school staff aims to provide all participants with a safe, fun, and educational environment. We expect all children to show respect for one another and adults. Students and staff must always use appropriate language. School and district policies regarding alcohol, tobacco, and weapons or drugs will be adhered to completely. Conduct that disrupts the operation of our programs, interferes with the rights of others, endangers the safety of any person, or damages property is not tolerated.

When EnrichTheKids staff observe unacceptable behavior, they ask the student to discontinue it and offer suggestions for alternative activities. Staff members will not engage in any form of physical or humiliating punishment. Following these initial steps, EnrichTheKids staff will call parents/guardians to help redirect the behavior.

Emergency Evacuation Plan

In an emergency that requires evacuation, Highland will relocate to the Denny's located at 3901 Bataan Memorial West. We will make every effort to contact all guardians, and the director **and staff** will remain with the students until they are all picked up. Please sign up for emergency text messaging with the site director, to help keep you informed.

Sign Out

Parents must sign children out of each session with the time picked up and their initials.

Children will only sign themselves out if requested by the parent/guardian.

This program is not responsible for the children before they are signed in or after they are signed out of the program.

Children may leave the program only with those specified in the enrollment form. If a parent desires the child to go with someone not specified on the enrollment form, the parent must supply written permission, with signature, in advance (email or text messaging will suffice). If an unknown person arrives to pick up a child, the staff will contact the parent and receive verbal permission to authorize the child's departure. The unknown person will then show their identification to ensure

their identity. Please update emergency information regularly so the program staff can contact the appropriate persons immediately.

If you come to pick up your child during enrichment classes or scheduled activities, please be prepared to wait a few minutes for us to retrieve your child from their class. Please turn off or silence cell phones during an after-school pick-up, as it interferes with reuniting with your child and any messages or information our staff may have for you to hear.

Medications

Medication should be given to children at home whenever possible. We will work with the school nurse to have emergency/rescue medications available if circumstances demand it. Program Director or Site Director will administer all medications. If your child has asthma or extreme food allergies, you must cite it on your child's registration form so we can adequately care for your child.

Closing Procedures

When the last child is gone, the EnrichTheKids, Inc. staff will check the sign-out sheet to ensure all children are picked up and signed out. We will also check the building to ensure all children are gone.

Location of Children

To locate a child in the after-school program, please go to the school cafeteria and consult a staff member. EnrichTheKids, Inc will take periodic roll calls during the day to ensure the whereabouts of all children. Please call the site director, the phone number listed on the front page of the parent handbook, if no staff are in the cafeteria at that time.

Lost Children

A child is lost when staff cannot determine their whereabouts and cannot guarantee the child's safety. Staff members will make every reasonable effort to search the immediate building and grounds. If, after a search, the child's whereabouts are still undetermined, a staff member will call the child's home, the parent's place of work, and the emergency contact person. If the child is still not located, EnrichTheKids staff will contact the police to assist in the search for the missing child. EnrichTheKids staff will follow the same procedure for lost or missing children on all field trips.

Cell Phone/Toys/Video Games Policy

We strive to keep the children positively engaged in activities. The children will not need toys or video games; we will confiscate them if we see them. If your child has a cell phone and brings it to the afterschool program, they will keep it off and store it in their backpack. We will confiscate any cell phones used without permission during after-school hours. Seized items are given to the parents/guardians at the end of the day.

Television and Video Policy

The EnrichTheKids programs will occasionally show videos the site director previews and deemed age-appropriate. The program will only show G and PG movies to the children whose parents have signed the movie release on the application.

Release of Children

EnrichTheKids staff will release children to a parent or an authorized pick-up person. For safety, children must be signed out according to the procedure described above in the section titled "Sign Out." Follow this procedure to avoid dismissal from the program. There is no discount for early pick-ups.

Special Needs Children

Enrichthekids, Inc.'s programs provide care for children with special needs if EnrichTheKids can reasonably accommodate the requirements. Parents of special needs children must meet and teach us the best ways to interact with their child/children. Discussion at this meeting will center on specifics about the child's needs and any additional information that parents consider essential. Failure to fully disclose information that can help us work with your child will result in dismissal from the program.

After the child attends the program, a second meeting may occur if staff have difficulty meeting the child's needs due to behavioral or physical limitations. EnrichTheKids staff will then use agreed-upon alternative strategies for a specified trial period. In extreme cases, parents will have two weeks to make other arrangements for care if we cannot successfully accommodate the child's needs.

Due to laws about daycare and facilities and for your child's protection, we cannot assist a child with more than offering a change of clothing if there is a toilet accident. If a child needs more assistance than our staff can offer, we will call the parents to handle the situation.

Anti-discrimination Policy:

We provide equal opportunities for everyone and prohibit discrimination against employees, children, or families based on race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, or age (40 or older).

Employee Cell Phone Use Policy:

Employees may only use their phones for emergencies during work hours so that their attention is on the children. They may also use their phones to look for information to help children with homework or to print coloring pages and things of that nature. Children will not be given access to cell phones. You may call or text directors regarding your child during regular business hours and they will get back to you as soon as possible.

Complaints

If you have a complaint regarding the program or services your child is receiving, please talk to your Site Director. If the Site Director is unable to resolve the issue to your satisfaction, don't hesitate to get in touch with Tracey Gantzler, Program Director, at 575-805-4618.

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