

COMMUNITY AFTER SCHOOL PROGRAM

Program Policies & Procedures PARENT HANDBOOK

2017-2018

(Revised July 2017)



Proudly serving families in the Norman Community since 1974

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Dear Parents and Guardians,

The Community After School Program is pleased to welcome you and your child(ren) to CASP for the 2017-18 school year.

The Community After School Program, Inc. is a local, nonprofit agency that has been serving the Norman Community since 1974. CASP provides a safe, supervised environment for school-age children enrolled in Norman Public Schools who might otherwise be left unsupervised while their parents are at work or attend school. It is CASP's vision that every child in our community has affordable access to a safe, nurturing and enriching experience after school each day.

The following information will briefly acquaint you with our program, policies and procedures. If you are enrolling in our program for the first time we ask that you review this information carefully. If you are a returning CASP family, please take the time to review this handbook for changes to our previous policies.

The Community After School Program appreciates its community partners and supporters including Norman Public Schools, City of Norman, University of Oklahoma, and United Way of Norman. By working together, we can provide a safe, educational, and fun after school experience for the children in our community.

We value your feedback. Should you have any questions, comments or suggestions regarding this handbook or our program in general, please feel free to contact the CASP office.

Sincerely,



Terri Craig
Executive Director



Brenda Birdsong
Director of Child Services

BOARD OF DIRECTORS

OFFICERS:

Debi Magers, Chair
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Johnnie-Margaret McConnell
Barbara Schrage

CASP is a 501(c)3 nonprofit agency under the direction of a volunteer board of directors. The CASP Board of Directors develops policies and procedures that ensure CASP provides the safest and highest quality programming possible to its participants. CASP administrators oversee the daily operations of the programs, ensuring CASP policies and procedures are followed. Questions regarding CASP policies and procedures should be emailed to info@caspinc.org.

PROGRAM OPERATION INFORMATION

Days of Operation:

CASP operates every day that elementary schools are in session.

Program Hours of Operation:

2:50 p.m.— 5:45 p.m. (*Late fees assessed beginning at 6:01*)

Adams	366-5974	Cleveland	366-5878
Eisenhower	366-5881	Jackson	366-5887
Jefferson	366-5893	Kennedy	366-5897
Lakeview	366-5903	Lincoln	366-5907
Madison	366-5913	McKinley	366-5917
Monroe	366-5929	Reagan	701-4086
Roosevelt	573-3500	Truman-primary	307-6715
Truman	366-5983	Washington	366-5987
Wilson	366-5935		

Administrative Office Hours:

Monday – Friday 8:00 a.m. - 12:00 p.m. & 1:00 p.m. - 4:30 p.m.

Administrative Office Information:

Community After School Program
1023 N. Flood Avenue
Norman, OK 73069
Phone 366-5970
FAX 573-3512
Federal ID #73-0960925

Emergency Contact Information:

In the event a parent has an emergency between 2:30 – 5:45 and is unable to reach their child(ren)'s program site (see program numbers listed above) or the CASP administrative office, the parent should:

- Call 405-366-5970 & press “9” when prompted to do so
- Leave message including
 - Child’s Name
 - Child’s School
 - Parent Name
 - Callback Number
 - Nature of emergency

Your call will be forwarded to an administrator who will return your call as soon as possible.

NOTE: Administrative activities such as completion of enrollment forms, tuition payments, tax statements, etc. are NOT considered emergencies and should be handled during regular business hours.

CASP Program Entrance Locations

SCHOOL	DIRECTIONS ON HOW TO ENTER THE SCHOOL FOR CASP
ADAMS ELEMENTARY	From Denison Drive, enter the school building through the east doors. The cafeteria/CASP area is located down the hallway on the left.
CLEVELAND ELEMENTARY	From the bus loop Sherry Ave. (east side of school), walk to the open breezeway and enter the building through the reddish/brown doors directly into the cafeteria/CASP area.
EISENHOWER ELEMENTARY	From the west parking lot, enter through the Front Entrance (double doors) into the main foyer. The cafeteria/CASP area is located on the left.
JACKSON ELEMENTARY	From the bus loop on McGee (east side of school), enter the double doors on the south end of the building directly into the cafeteria/CASP area.
JEFFERSON ELEMENTARY	From the parking lot on the NE corner (entered from Hughbert Street), enter the double doors facing east towards the parking lot. Take the double doors on the left into the cafeteria/CASP area.
KENNEDY ELEMENTARY	From the parking lot on the south side of the building, enter through the front doors (west-most glass doors). Once inside the hallway take the first double doors on the left into the cafeteria/CASP area.
LAKEVIEW ELEMENTARY	From the SE parking lot directly in front of the school (east side of school) you will enter the gate to the north of the office/main school entrance (on the right if facing the school) and go down the side of the school. Turn left immediately onto the patio area, take the single door directly into the cafeteria/CASP area.
LINCOLN ELEMENTARY	From Duffy Street (south side of school), enter the fenced area at the SE corner of the school and enter the SE door directly into the cafeteria/CASP area. <i>(NOTE: If the gate is locked you will need to go the Front Entrance on the west side of the school (facing Porter/Classen) and make your way through the building to the cafeteria.)</i>
MADISON ELEMENTARY	From the bus loop at the front of the school, enter the front doors of the building (following the large blue paw prints). The cafeteria/CASP area will be straight ahead.
MCKINLEY ELEMENTARY	From the bus loop on Boyd (south side of school), enter the clear double doors. The first set of double doors to the right is the cafeteria/CASP area. <i>(NOTE: If these doors are locked, you will need to go to the Front Entrance on Flood Avenue (east side of building) and enter through the main office doors. Take a left down the main hallway. The cafeteria/CASP area will be straight ahead through the set of double doors.)</i>
MONROE ELEMENTARY	From the bus loop on McGee, enter the front doors of the school. The cafeteria and CASP program will be to the left.
REAGAN ELEMENTARY	Park in the parking lot on the East side of the building. Enter at the SE corner entrance. Cafeteria/CASP area is on the right (north).
ROOSEVELT ELEMENTARY	From the West parking lot, follow the chain-link fence that will take you to the cafeteria door on the West side of the building and directly into the cafeteria/CASP area.
TRUMAN PRIMARY	From the South parking lot, enter the tan door located under the breezeway directly into the cafeteria/CASP area.
TRUMAN ELEMENTARY	From the North parking lot, follow the chain-link fence that will take you to the cafeteria door on the West side of the building and directly into the cafeteria/CASP area.
WASHINGTON ELEMENTARY	From the North parking lot, go through the side gate and enter through the door on the left (with wall of windows) directly into the cafeteria/CASP area.
WILSON ELEMENTARY	From the bus loop on Frank Street (north side of school), enter through the glass doors directly into the cafeteria/CASP area.

Updated August 2017

GENERAL PROGRAM INFORMATION

PROGRAM OBJECTIVES

- Provide safe, supervised care for the children's physical and emotional well being.
- Plan activities that are appropriate for the children's ages, interests and skill levels.
- Establish routines with the children that include snacks, self-selected activities and structured activities.
- Provide a variety of self-selected options (e.g. board games, art projects, homework time) for activities.
- Provide positive social and recreational experiences for the children.
- Provide opportunities for constructive interaction among the children and with the adults in structured and unstructured situations.
- Include the children in decision-making regarding rules of conduct and selection of activities.
- Include the children in the responsibility for the setting-up of activities and cleaning-up at the end of each day.

PROGRAM DESCRIPTION

The Community After School Program, Inc. is a local, non-profit agency designed to provide quality care for school-age children after school. While CASP is not part of Norman Public Schools, CASP does work closely in partnership with Norman Public Schools, the United Way of Norman, and other community partners and agencies and is licensed by the Department of Human Services.

Each program offers planned and self-directed activities that allow children the opportunity to socialize with peers, explore their creativity, gain independence, and acquire self-assurance in a relaxed and comfortable atmosphere. The daily routine consists of various learning centers and activities including art projects, board games, outdoor play, creative play, homework help and group time. Parents are able to carry out their workday confident their children are safe, engaged and well supervised. Professional development and training provided throughout the year ensure CASP staff meet DHS training requirements and are skilled and competent to perform their duties.

Licensed by DHS, CASP is required to maintain a ratio of one staff member for every 18 children. However, CASP strives to maintain a staff to child ratio of 1:12, thus allowing for better supervision of the children. When not participating in a special activity (e.g. announcements, movie, guest speaker, party, snack, or outdoor play) and group size exceeds 36 children, children will be divided into multiple groups and staff will be assigned to a specific group and use location sheets for monitoring child safety.

CASP recruits and trains high-quality staff members, many of whom are education majors, to work in its school-age programs. All staff members receive training and professional development related to his/her position. CASP prides itself on exceeding DHS requirements by certifying EVERY staff member in CPR/First Aid, thus providing a safer environment for the children and peace of mind for their parents.

CASP programs are located in the cafeteria at each elementary school and utilize the gymnasium and playground during its programming hours. Parents may enter their child's CASP program facility at the designated entry for their child's specific program location (See "*CASP Program Entrance Locations*"). This designated entry varies from school to school and its location is included in this handbook. A parent resource area is located at the parent table at each program site and includes a variety of resources including DHS and CASP Policies, Evacuation & Emergency Procedures, and a DHS Compliance Folder.

Communication between the home and CASP is vital for the optimum progress and safety of the children. Parents of children with special needs are asked to be very specific regarding any special care required. CASP strives to meet the needs of each child, fully and completely.

CASP strives to employ people who will provide positive role models for the children we serve. CASP encourages positive relationships with children and their families. Policies and procedures are written to protect both the children and employees from dangerous or possibly misunderstood situations.

CASP NONDISCRIMINATION POLICY

CASP is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any program, activity, or employment on the basis of age, color, creed, disability, national origin, political beliefs, race, religion, sex, sexual orientation, marital or family status, or veteran status.

- **PROHIBITION OF DISCRIMINATION ON THE BASIS OF DISABILITY**

CASP will not discriminate against any individual with a disability on the basis of disability with regard to the full and equal enjoyment of the goods and services of CASP. CASP will make reasonable modifications to its policies, practices, or procedures when necessary to afford its goods and services to individuals with disabilities, including children with autism spectrum disorders, unless CASP can demonstrate that making the modifications would fundamentally alter the nature of its services.

ENROLLMENT

CASP accepts children for enrollment on a first-come, first-served basis for openings within a child's specific age group, and children may be placed on a waiting list if enrollment is full. In some instances enrollment may be offered to a specific population, such as children from low-income families, in order for CASP to meet the requirements of various funding sources.

Enrollment Types & Restrictions:

- Fulltime (5 days/week).
- 3 Days/Week (Mondays/Wednesdays/Fridays).
- 2 Days/Week (Tuesday/Thursdays).
- Part-time enrollment is limited and there is no guarantee of availability.
- Currently enrolled part-time children are not allowed to switch scheduled attendance days.
- Currently enrolled part-time children needing to "drop in" on a non-scheduled attendance day must have prior approval from the office and will be billed the additional day at the "drop in rate".
- Non-CASP children are allowed to "drop in" when space permits, enrollment forms have been completed, and fees have been paid.

CASP works in partnership with Norman Public Schools. This partnership may include the sharing of information to better meet the needs of school-age children enrolled in our program. However, absences from CASP must be reported directly to CASP by the parent/guardian prior to the absence.

CASP is not a medical treatment facility, does not provide medical care, and its employees are not medically trained. CASP does not provide one-to-one care.

CASP may take photos and/or videos of children engaged in CASP program activities for CASP promotional purposes. Parents/guardians who do not wish their child(ren)'s photos to be published must revoke permission in writing to the CASP Administrative Office.

To be eligible for enrollment, a child must:

- Be enrolled in Norman Public Schools; and
- Be 5 years of age or older on the 1st day of school; and
- Be enrolled in Kindergarten – 5th Grade; and
- Attend the school site in which the program is located

Enrollment forms are available in the Community After School Program office, 1023 N. Flood Avenue, Norman, Oklahoma 73069.

To complete initial enrollment, CASP must receive:

- Completed, initialed and signed enrollment packet (*paper copy with original ink signature*)
- Copy of the child's current immunization record
- Annual enrollment fee

To complete in-house each year, CASP must receive:

- Completed, initialed and signed enrollment packet for the new school year
- Updated copy of the child's current immunization record, if necessary
- Annual enrollment fee

Enrollment & Account Maintenance

- CASP requires an annual, non-refundable fee at the time of enrollment (\$35.00 per child; \$50.00 per family).
- The parent/guardian that enrolls the child is the ONLY person authorized to make changes to the child's enrollment or account information.
- Any changes to a child's enrollment or account information must be made in writing to the CASP office.
- Any change resulting in decreased enrollment is subject to a \$10.00 fee and will take effect the 1st of the following month.
- Any family wishing to transfer their child(ren)'s enrollment from one CASP site to another is placed at the front of the waiting list for programs that are at capacity. Attendance may begin when an open slot becomes available.
- CASP considers the parent/guardian who enrolls the child(ren) financially responsible for the child(ren)'s account regardless of child support or private arrangements.
- CASP maintains one account per family. CASP cannot split an account or send multiple invoices to multiple parties.
- CASP will only maintain ONE email address per family. The email address you provide will be used for ALL CASP communications including monthly statements, notice of program closures, enrollment information, and important deadlines.
- CASP utilizes Remind101 texting service. To opt in, contact the CASP office for more information.

DAY CAMP

CASP offers all-day programming to current CASP students on some non-school days at its administrative office location at 1023 N. Flood Avenue. Parents will be notified via email of anticipated Day Camp dates and enrollment instructions. Our DHS licensed childcare facility includes comfortable classroom space, a large heated/cooled gym space, and a large playground that includes a big toy and shade pavilion.

Enrollment is limited and is offered on a first-come, first-served basis for openings within a child's specific age group.

- Day Camp tuition cost is billed separately from monthly tuition and is non-refundable without a 10 business day cancellation notice by parent.
- Parents must provide sack lunch and water bottle.
- CASP will provide afternoon snack.
- Parents will be notified 10 days in advance of any Day Camp cancellations due to lack of enrollment and tuition will be refunded, if applicable.

SUMMER CAMP

CASP offers an all-day programming to current CASP students during the summer at its administrative office location at 1023 N. Flood Avenue. Our DHS licensed childcare facility includes comfortable classroom space, a large heated/cooled gym space, and a large playground that includes a big toy and shade pavilion.

Enrollment is limited and is open first to the previous summer's alumni and siblings currently enrolled at a CASP after school program site. Remaining openings are then offered to currently enrolled, non-summer program alumni and are filled on a lottery basis for openings within each specific age group. If openings remain, they are then offered to non-CASP families in Norman on a lottery basis by age group. Drop-ins are allowed when space is available.

- Summer Camp tuition cost is billed separately from monthly tuition, is not refundable, and is due in three equal installments on June 1, June 15 and July 1.
- A non-refundable activity fee is due at time of enrollment.
- Parents must provide sack lunch and water bottle.
- CASP will provide afternoon snack.

ENROLLMENT DEADLINES

CASP provides notice to current CASP parents of important enrollment deadline dates via several avenues including, but not limited to: statements, emails, fliers, and stickers. While CASP makes every effort to notify parents of important enrollment deadlines, the burden to enroll child(ren) for any CASP programs by the stated deadline ultimately lies with the parent. If you have questions about enrollment deadlines, please contact the CASP office.

In-House Enrollment Notification Process

CASP provides notice of in-house enrollment deadlines to parents via:

- Notice on tuition statement for February, March and April
- Notice email with enrollment packet documents attached in April (This will be sent to the primary email address you provided at enrollment. If your email address has changed, please notify us IMMEDIATELY to avoid missing this important information.)
- Notice flier displayed at each program location during April
- Notice stickers placed on your child(ren)'s shirt several days before the deadline as a final reminder.

Day Camp Enrollment Notification Process

CASP provides notice of Day Camp dates and enrollment deadlines via:

- Notice email with instructions for enrolling (This will be sent to the primary email address you provided at enrollment. If your email address has changed, please notify us IMMEDIATELY to avoid missing this important information.)
- Notice flier displayed at each program site during the month preceding a Day Camp date.

Summer Camp Enrollment Notification Process

1. CASP provides notice of alumni summer camp enrollment to parents of currently enrolled, eligible summer program alumni via:
 - Notice email in February with instructions and deadlines for enrolling (This will be sent to the primary email address you provided at enrollment. If your email address has changed, please notify us IMMEDIATELY to avoid missing this important information.)
2. CASP provides notice to all CASP parents of summer camp enrollment for any remaining openings via:
 - Notice flier displayed at each program site in March.
3. CASP provides notice to the local community of any remaining openings via:
 - Notice on CASP website in May if openings remain.

TUITION

Tuition is due on or before the first day of each month September through May.

- Tuition rates are based on the total number of school days and only August is pro-rated.
- Automated Bank Draft is available for tuition payments.
- Checks or money orders made payable to CASP, can be mailed or paid in person at the CASP Office, 1023 N. Flood Avenue, Norman, Oklahoma 73069. Please include your child(ren)'s name(s) in the "memo" of the check or include a copy of your tuition statement to insure proper credit is given.
- An after-hours drop box is located at the CASP Office.
- Monthly billing statements are provided as a *courtesy* to parents via email. Parents requiring a paper copy must contact the CASP office. Tuition is due on the first day of each month *regardless* of receipt of the monthly billing statement.
- CASP considers the parent/guardian who enrolls the child(ren) financially responsible for the child(ren)'s account regardless of child support or private arrangements.

TAX STATEMENTS

CASP provides annual tax statements via email (*or by mail if no email provided*) to all currently enrolled children by January 31 each year. However, parents may call to request a tax statement at any time of the year and one will be provided.

PLEASE NOTE: If a child is withdrawn prior to January 31, the parent/guardian will need to contact CASP to request a tax statement for months attended.

PAYMENT PROCESSING

- CASP utilizes TeleCheck for processing payments made by check.
- Check payments are processed immediately, regardless of check date (*no post-dating allowed*).
- Checks declined for payment by TeleCheck are returned to customer or destroyed upon request, and an alternate payment method must be provided by the customer.
- Checks approved for payment by TeleCheck, but later returned to TeleCheck for nonpayment, will be handled between TeleCheck and the customer. CASP CANNOT ASSIST CUSTOMERS WITH ISSUES RELATING TO TELECHECK.
- Any item returned to CASP for nonpayment, including automatic bank draft, will incur a returned payment fee of \$40 and require an alternate payment method.

PAST DUE ACCOUNTS

Accounts not paid on the first of each month may be suspended until the past due balance is paid in full unless special arrangements have been made in advance with the Tuition & Subsidies Coordinator or designee. Accounts with chronic late payments, including payment for missed DHS swipes or late pick-up fees, may be closed to further enrollment at the discretion of the Executive Director or designee.

SLIDING SCALE TUITION PROGRAM (SSTP)

CASP offers a sliding scale tuition program for qualifying families. In order to be considered for reduced tuition costs, all adults in the household 18 and over must:

- Be employed outside the home during CASP program hours
- Attend school during CASP program hours
- Be unable to provide care due to health or other reason (subject to approval by CASP administration)

If your family meets the above requirements, please contact the CASP administrative office to request a Sliding Scale Tuition Program (SSTP) Application.

- SSTP applicants are required to provide proof of income and work/school schedules at the time of application and at the beginning of each semester.
- Failure to provide required documentation as requested will result in tuition billing at the regular tuition rate.
- Approved applications will take affect at the beginning of the next month.

PLEASE NOTE: Any family who does not wish to share their financial information with CASP is not required to do so and will be billed at the regular tuition rate. Families receiving DHS Childcare Subsidy Assistance are automatically enrolled in the CASP Sliding Scale Tuition Program (SSTP) upon receipt of DHS approval.

SCHOLARSHIPS

In addition to its Sliding Scale Tuition Program, CASP offers a limited number of tuition scholarships based on financial need.

- Scholarship applications are available on the website (www.caspinc.org), at the program site and the CASP administrative office (1023 N. Flood).
- Scholarship applications are accepted throughout the school-year or until all available funding is allocated.
- All applicants must first apply to DHS for childcare assistance *before* applying for a CASP scholarship.
- Income verification is required for all scholarship applications.
- Partial tuition scholarships are awarded for up to a 3 month period.
- Re-application by the stated deadline is required for continued assistance.
- Failure to re-apply by the stated deadline will result in tuition charges for any days of attendance beyond the scholarship award.
- Scholarship awards do not cover accounts in arrears due to non-payment.

DHS SUBSIDY

CASP contracts with DHS to receive child care subsidies at some of its programs. Contact DHS at 405-573-8300 for information about child care assistance.

Parents utilizing DHS assistance at a contracted CASP program must:

- Maintain an Access Oklahoma Card with day care benefits activated.
- Swipe their EBT card on each day their child attends, regardless of how long the child remains at the program. If the child is signed into our program, the parent/guardian must swipe in and swipe out their child.

NOTE: Failure to swipe the EBT card will result in non-payment by DHS. Notice of missed swipes is provided as a courtesy. Parents are responsible for all non-paid attendance days, regardless of notice, and will be billed for those days at the DHS reimbursement rate.

TRIBAL SUBSIDIES

CASP contracts with several tribal agencies to receive child care subsidies.

- Parents should contact their tribe to initiate possible assistance.
- Participating tribes will contact CASP to finalize subsidy requirements.
- Parents are required to sign tribal attendance forms at the end of each month.
- Failure to comply with tribal and CASP guidelines will result in the parent being billed for the days of care not paid for by participating tribes.

WITHDRAWAL FROM PROGRAM

A parent should contact the CASP office to withdraw his/her child(ren) from the program. Partial tuition during a child's final month of enrollment is at the discretion of the CASP administration but will *not* be considered if a two-week notification of withdrawal is not received. If payment for the month of May is not made, In-House Enrollment and fee are forfeited and enrollment slot(s) will not be held for the child(ren) or sibling(s) for the following school year.

TUITION REFUNDS

CASP does not provide tuition refunds for any reason, including but not limited to, days missed due to: suspension from school, suspension from CASP, termination of enrollment, weather or illness. In the event of a CASP clerical error or other extenuating circumstance, refunds will be considered on a case-by-case basis.

RECORDS RESEARCH

CASP understands that from time to time a parent or guardian may need historical information regarding their child(ren)'s account. CASP is able to access most account information via computer fairly quickly and at no cost to our customers. Due to the nature of our business and limited support staff, record searches that entail copying paper records from current or previous years are not possible.

INCLEMENT WEATHER

CASP programs will be closed if the Norman Public Schools are closed due to inclement weather.

- Parents should tune to local television and radio stations for the list of school closings including Norman.
- Call the CASP office at 366-5970 or check the CASP web site at www.caspinc.org for closing information.

On a day school has been in session, CASP may cancel programming or close its programs early if unsafe weather conditions and could pose a threat to the children and/or CASP staff during after school program hours. In the event of an early closure due to a weather emergency, parents are required to arrange for pick up of their child(ren) by the specified closure time.

- Parents will be notified via email and *Remind101* as soon as reasonably possible in order to allow parents to make arrangements for an authorized adult to pick up his/her child(ren) from CASP.
- Check the CASP web site at www.caspinc.org for possible CASP program closings.

NOTE: Inclement weather days made-up in the school year are not eligible for refund.

HEALTH & EMERGENCY PROCEDURES

PRESCRIPTION & “OVER THE COUNTER” MEDICATIONS

CASP staff may only administer physician-prescribed medications to children if a *Medication Release Form* is completed in advance. The *Medication Release Form* is available at the CASP Administrative Office. Only medications in the original prescription container with the child’s name listed on it including a specific dosing schedule may be administered.

CASP does not administer “over the counter” medications to child(ren). Should your child require one of these medications during program hours it must be prescribed by a physician and labeled by the pharmacy with the child’s name and *specific* dosing information. A *Medication Release Form* must be completed in advance as indicated above.

CASP requires all unused and expired medications to be brought in to the CASP administrative office for disposal. CASP will contact parents/guardians to pick up any unused or expired medications and will dispose of any remaining prescriptions in accordance with standard safety practices for medicine disposal.

COMMUNICABLE DISEASES, HEAD LICE & OTHER PARASITES

CASP requires parents to immediately pick up their child(ren) if live lice or other parasites are found on their child(ren) during CASP. Children with live lice or other parasites will be secluded in a quiet area until their parent/guardian arrives to pick them up (within 15 minutes). Children may return to CASP once appropriate treatment has been completed and no new live bugs are present. Chronic or recurring cases of head lice or other parasites will require a note from the Cleveland County Health Department or child’s physician stating they are free from parasites before returning to CASP.

CASP notifies parents via email of any known cases of head lice occurring during its program hours. When CASP learns of a head lice issue, we immediately remove all soft (fabric) items for cleaning. Additionally, lice spray is used on all non-washable items to prevent infestation. If your child attended CASP with live lice or other parasites prior to treatment, please notify the CASP office immediately so we can take the appropriate steps to prevent an outbreak at our programs.

CASP will notify parents via email of potential exposure during its program hours to any communicable diseases or infestation exposure.

SUN SAFETY & INSECT REPELLENT

CASP does not provide or apply sunscreen or insect repellent during its after school programs. CASP encourages children to take advantage of shady locations on the playground and provides water breaks as needed to keep children safe and well hydrated during hot, sunny weather.

CHILD HEALTH MONITORING & SHORT-TERM ILLNESS

Each child is observed initially and throughout the hours of care for symptoms of illness or poison exposure and obvious signs of infestation or physical injuries. If a child becomes ill, parents will be contacted when the child exhibits the following symptoms:

- Oral temperature of 101 degrees or higher
- Vomiting once
- Diarrhea
- Rash
- Uncontrollable or persistent cough
- Appearance of acute illness or complaint of severe pain
- Severe lethargy

Parents are expected to arrange to pick up a child immediately, *within 15 minutes*, if he/she appears to be too ill to remain at the program. The child will rest in quiet time, supervised yet secluded, from the main program area until the parent arrives.

PROGRAM ACCOMODATION & MODIFICATION

Parents are encouraged to inform CASP of all relevant information so that we may work together to meet the children's needs to the best of our ability.

Children with chronic illnesses such as Diabetes, Asthma, Allergies, etc. need to have a "medical plan" on file with CASP. Children requiring a specialized menu for dietary or religious restrictions may be required to provide their own daily snack.

Parents whose children are diagnosed with a special need such as Autism, Asperger's Syndrome, Down Syndrome, Attention Deficit Disorder (ADD), or Attention Deficit Hyperactivity Disorder (ADHD) are encouraged to share home and school-day procedures with CASP so that we can attempt to mirror successful strategies when possible during CASP program time.

When a child has a non-typical behavioral issue or learning style and other methods to modify the child's behavior do not work, food if necessary, may be used initially to obtain or reward a desired behavior. A behavior modification plan, with timeframes, is developed by relevant professionals, when applicable, director, and parents to eliminate food as a reward and take steps to move to another method for obtaining or rewarding desired behaviors. Documentation is maintained per OAC 340: 110-3-281.4(b)

CASP cares for school-age children and requires children to be toilet trained upon enrollment in its programs. CASP understands that occasional accidents can occur. In cases where children with special needs require toileting assistance, CASP will work with parents and NPS to meet the child's needs on an individual basis. Ongoing soiling and/or wetting can present a health concern for not only the child but also staff and other children at the program. CASP will evaluate each situation individually and work with the parents to attempt to meet the child's needs within the limitations of its program.

NOTE: CASP is not a medical treatment facility, does not provide medical care, and its employees are not medically trained. CASP does not provide one-to-one care.

CHILD EMERGENCY & ACCIDENT PROCEDURES

A child emergency constitutes any injury of child or staff requiring a doctor's care or any situation requiring emergency vehicles (ambulance, fire, police, etc.) on the premises. Parents are responsible for any cost associated with medical treatment for their child.

In the event of a medical emergency or severe injury involving a child, CASP staff will:

- Stay with the child.
- Send someone to call 911.
- Call the parent or guardian.
- Notify the CASP Administrative office.
- Accompany the child to the hospital if a parent is unavailable, provided there is more than one staff member on site.
- Remain with the child until parents arrive and are fully informed about the emergency.
- Complete an Accident Report Form immediately and turn it in to the CASP Administrative office at the start of the next working day.

In the event of a minor injury involving a child the staff will:

- Administer first aid.
- Have the child rest until he/she is ready to resume participation in the program.
- Notify parent in the event of head injury, bee or wasp sting.
- Notify the CASP Administrative office.
- Complete an accident report form and turn it in to the CASP office at the start of the next working day.
- Inform the parent at the end of the day about the injury so that additional attention may be given at home.

PROGRAM EMERGENCY PLANS & PROCEDURES

A program emergency constitutes any situation that requires program personnel to enact the CASP Evacuation & Emergency Plan for natural emergency situations such as fire, wildfires, and/or weather (tornadoes, floods, blizzards, ice storms, earthquakes, etc.), or man-made disasters such as bomb threats, poison exposure, utility disruption, abducted children, intruders, etc.

The CASP Evacuation & Emergency Plan is located in the locking display board at each program site and includes site-specific lockdown and evacuation procedures. In the event of an emergency, the Staff In Charge will assign a staff member to any child with a special need, chronic medical issue or disability. CASP staff will notify emergency responders first, and contact CASP administrative personnel as soon as possible without endangering the children or personnel. CASP administrative personnel will communicate any emergency involving sheltering in place, evacuation, or relocation, to parents via email, text, and/or telephone as soon as reasonably possible and will notify DHS by the next business day via email or telephone.

BEHAVIOR POLICIES

CASP recognizes parental authority and the rights of parents to discipline their children when under their supervision. However, CASP will NOT enforce school or home punishment during program hours such as restriction of play or participation in activities, the writing of sentences, assigned reading, assigned homework beyond our homework time, or separation from other children. CASP staff will not seek or

accept parental permission to use any discipline or punishment prohibited by CASP policies and procedures.

CASP staff recognize and encourage acceptable behavior.

- Consistent rules, clear directions and age-appropriate guidance are all part of our behavior policy.
- Children are encouraged to verbalize their feelings, thus learning to positively work through strong emotions.
- Conflict will be resolved in a positive manner without verbal or physical abuse.
- CASP will NOT allow other children or parents to use verbal or physical abuse within our program.

PROGRAM EXPECTATIONS

These expectations are posted at each site and discussed with the children.

- We treat each other with kindness and respect.
- We respect the rights and property of others.
- We act in a safe manner.
- We stay within the boundaries set by adults.

PROGRAM CODE OF CONDUCT

Children who engage in conduct or activities, which are prohibited by this policy, may be subjected to disciplinary action up to and including permanent expulsion from CASP. The disciplinary action taken shall depend upon the nature and severity of the violation and the child's past record of violations, if any.

Children are prohibited from engaging in the following conduct or activities:

- Possessing, using, transferring possession of, or aiding, accompanying, or assisting another child to use any type of weapon, which term includes but is not limited to: guns; rifles; pistols; shotguns; any device which throws, discharges, or fires objects, bullets, or shells; knives; explosive or incendiary devices, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapon;
- Leaving program boundaries or activities at unauthorized times without permission;
- Disobeying, showing disrespect for, defying the authority of, or being insubordinate to CASP staff, or school district employees, including teachers, principals, bus drivers, secretaries, custodians, and cafeteria workers;
- Entering, without authority, into classrooms or other restricted school premises;
- Engaging in conduct which endangers or jeopardizes the safety of self or other persons;
- Harassing, hazing, threatening, intimidating, bullying, or verbally abusing another person, including any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with CASP's mission. This provision includes, but is not limited to, threatening behavior, harassment, intimidation, and bullying;
- Using profanity, vulgar language or expressions, or obscene gestures;
- Assaulting, battering, inflicting bodily injury on, or fighting with another person;
- Creating or attempting to create a disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal program process;
- Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to CASP, the school district, or any other person; and
- Engaging in theft, arson, gambling, immoral behavior, forgery, or possession of stolen property.

PROGRAM CONSEQUENCES

When expectations are not met, the following consequences will be used:

- Conference between child and staff member to explore options and appropriate behavior.
- Parents will be asked for ideas on solving the conflict.
- Time-away for a number of minutes not to exceed the child's age in years. (Time-away is defined as a length of time in a disciplinary measure used to promote socially acceptable behavior. When a warning to change behavior is ignored and unacceptable behavior continues, time-away is chosen. The child is removed from the situation allowing anger to subside, feelings to be controlled and positive resolution to begin. The consequence is removal from the group, not necessarily restriction of play.)
- Loss of privileges for a set period of time may be chosen or used in conjunction with time-away.
- A Behavior Report is shown to the parents and filed with the office.
- Suspension, up to permanent expulsion, from the program may be utilized depending on the circumstances. *If a child is permanently expelled from a CASP program he/she is not eligible for future re-enrollment.*

The Executive Director and/or designee will contact parent and determine a plan of action in cases of chronic behavior issues. Behavior information will be kept confidential.

Some children with disabilities may require modifications to CASP's usual disciplinary methods and/or consequences in order to benefit from the program. CASP will work with parents of children with disabilities to develop an individualized behavior management plan if needed. Each child's needs for accommodation will be considered on a case-by-case basis.

BULLYING BEHAVIORS & AGGRESSION

Bullying behaviors and aggression are not acceptable. Bullying typically occurs when someone with more power unfairly hurts someone with less power and is often repetitive in nature. Staff will treat bullying behaviors and aggression as seriously as any other unacceptable behavior. CASP encourages positive interactions among children.

Power can be defined as:

- Physical strength
- Social skill
- Verbal ability

Bullying is any action that harms another or places another in reasonable fear of harm. Bullying tends to be repetitive in nature and often escalates when adults fail to support with consistent standards, consequences and behavioral accountability. CASP staff will intervene with consequences for bullying behaviors and aggression.

Examples of bullying and aggression can include:

- Harassment, including name-calling, intimidation, and hurtful teasing
- Verbal abuse, including any gesture, written or verbal expression
- Use of profanity, vulgar language or expressions, or obscene gestures
- Threats, including physical, verbal or written, which, if carried out, could be harmful to another
- Rejection or exclusion from groups or activities
- Physical aggression
- Intentional damage to another's property

TERMINATION OF ENROLLMENT

CASP may immediately terminate the enrollment of a child:

- Whose behavior endangers him/herself or the safety and well being of other children and/or staff.
- Whose actions result in the damage or destruction of CASP or school property.
- Whose behavior is determined to be a serious disciplinary problem. *A serious disciplinary problem is defined as one in which a child's behavior hampers the smooth flow of the program by either requiring constant one-on-one attention; inflicting physical or emotional harm on other children; physically abusing staff; leaving program boundaries, and/or otherwise being unable to conform to the rules and guidelines of the program.*
- Whose parent's physical or verbal actions are threatening or intimidating toward children and/or staff
- Whose parents prevent CASP from operating a safe program by failing to comply with our policies regarding:
 - a) Notification of absences
 - b) Part-time enrollees who drop-in on non-scheduled attendance days without prior approval
 - c) Keeping enrollment information current including names and phone numbers of emergency contacts available for pick-up within 15 minutes
 - d) Program opening and closing times
 - e) Timely tuition payment
 - f) The safety and well-being of themselves, other children and/or the staff

NOTE: If a child's enrollment is terminated due to behavior, he/she is not eligible for re-enrollment in CASP at any time in the future. If enrollment is terminated due to parent/guardian behavior, the family is not eligible for future re-enrollment in CASP.

PARENT/GUARDIAN BEHAVIOR INFORMATION

CASP is committed to fostering a positive and enriching environment for both children and our staff members and will address inappropriate or unacceptable behaviors by parents/guardians on a case-by-case basis up. Our concern for both the children and our staff extends beyond program hours. If a staff member suspects a parent or guardian of questionable behavior that threatens the safety of the child(ren) or staff members, they will contact the CASP administrative office, Executive Director or Director of Child Services immediately. Behaviors may include but are not be limited to:

- Appearing intoxicated or smelling of alcohol
- Appearing impaired due to drug use or other issues
- Actions that are threatening or intimidating toward children and/or staff
- Words that are threatening or intimidating toward children and/or staff
- Any words or actions that could be interpreted as a sexual advancement toward another person including staff, children or other adults

NOTE: Inappropriate parent/guardian behavior may result in termination of enrollment. If enrollment is terminated due to parent/guardian behavior, the family is not eligible for future re-enrollment in CASP.

CIVIL RIGHTS POLICY AND COMPLAINT PROCEDURES

CASP complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title II and Title III of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the children, parents, patrons, and employees that CASP does not discriminate on the basis of race, color, sex, national origin, disability, religion, veteran status, or age. The Director is designated by the Board to coordinate CASP's efforts to comply with this assurance.

Definitions:

- A. Compliance Officer: An employee designated by the Board to coordinate compliance efforts with the Civil Rights Laws listed above and to investigate complaints. The Compliance Officer is Terri Craig, Executive Director, who may be contacted at 1023 N. Flood Ave., Norman, OK 73069, Telephone: (405) 366-5970.
- B. Complaint: A written complaint alleging that a policy, procedure, or practice of the CASP discriminates on the basis of race, color, national origin, sex, religion, age, or disability.
- C. Day: Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays, and holidays.
- D. Complainant: A child or parent, an employee, or any other person who submits a complaint alleging discrimination on the basis of race, color, national origin, sex, religion, age, or disability.
- E. Respondent: The person alleged to be responsible for the violation alleged in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

Pre-filing Procedures:

Prior to the filing of a written complaint, the Complainant is encouraged to visit with the Compliance Officer and to make a reasonable effort to informally resolve the problem or complaint.

Procedures for Filing Complaint:

- A. If the Complainant desires to proceed with a Complaint, then, within thirty (30) days of an alleged violation, the Complainant shall submit a written and signed Complaint to the Compliance Officer. The Complaint shall, at a minimum, state the Complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses, and the requested action or relief sought.
- B. In addition to taking action with respect to a written complaint, the Compliance Officer may investigate allegations of discrimination without a written complaint according to the procedures set forth herein whenever the Compliance Officer deems such action to be appropriate.
- C. Within ten (10) days of receiving the Complaint, the Compliance Officer shall notify the Respondent of the Complaint.
- D. Within ten (10) days of notification, the Respondent shall submit to the Compliance Officer a written answer or response which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action, and/or outline alternatives. The Respondent may also identify witnesses who should be contacted to provide input during the investigation.
- E. Within ten (10) days of receiving the Respondent's answer, the Compliance Officer shall initiate an appropriate investigation which may include, but is not limited to, interviewing both the Complainant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence supporting or opposing the Complaint, and undertaking any further investigation deemed appropriate by the Compliance Officer. The investigation should be concluded within thirty (30) days but the Compliance Officer may extend the period of time for an investigation by notifying the Complainant and the Respondent.
- F. Within ten (10) days after completion of the investigation, the Compliance Officer shall render a written decision and shall provide a copy of the written decision to both the Complainant and the Respondent. The written decision shall be a summary report containing a synopsis of the evidence and findings of fact as well as the conclusion regarding the Complaint. Additionally, if the Compliance Officer determines that the allegations of the Complaint are substantiated, the decision shall be provided to the appropriate supervisor or administrator to take appropriate disciplinary action.

- G. Within ten (10) days of receipt of the Compliance Officer's decision, if either the Complainant or the Respondent is not satisfied with the decision of the Compliance Officer, either may submit a written request to the Compliance Officer for a review by the Board.
- H. Within ten (10) days of receiving a request for a review by the Board, the Compliance Officer shall notify the Board of the request, shall place an agenda item for a review of the Complaint on the next regularly scheduled Board meeting, and shall notify the Complainant and the Respondent of the date of the Board's review.
- I. The review by the Board shall involve a review of all documents submitted to the Compliance Officer and, if the Board desires, a statement from the Complainant or the Respondent or the representatives of either the Complainant or the Respondent. The Board shall render a decision which either modifies, affirms, or reverses the decision of the Compliance Officer.
- J. Within ten (10) days of conducting the review, the Board or the Board's designee shall provide the Complainant and the Respondent with written notice of the Board's decision on the Complaint. The Board's decision shall be final and non-appealable.

Extension of Time:

Except as otherwise provided, any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved.

Confidentiality of Records:

All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer, and no information concerning any Complaint shall be documented in a child's file. However, in the event official proceedings relating to such allegations are initiated by a party or CASP, such records may become public in accordance with law. Information pertaining to Complaints shall be maintained for three (3) years after resolution of the Complaint.

SITE PROGRAMMING INFORMATION

PROGRAM INFORMATION

The ASP allows children to end their day in a safe, supervised environment. Children enrolled in the program go directly from their classrooms to the ASP location in the school. Although schedules vary from site to site, many activities are incorporated daily including a healthy snack. Weekly lesson plans and monthly snack menus are posted at each site.

Each program is staffed with a Site Director who coordinates the daily activities and one or more teachers. Additional teachers are added as enrollment dictates to meet DHS and CASP staff to child ratios.

ATTENDANCE

Parents are required to notify CASP, not Norman Public Schools, if their child will not be attending CASP on any given day. Please notify CASP by:

- Calling the CASP office, 366-5970 and choosing option 8, anytime during or after office hours in advance of the absence.
- Emailing the CASP office at info@caspinc.org in advance of the absence.
- Calling the program site between 2:30 p.m. and 2:50 p.m. on day of absence before the program begins.
- Notifying site staff prior to absence.

CASP will not continue the enrollment of a child whose parents fail to comply with our attendance policy.

NOTE: If a child is suspended from attending Norman Public Schools, they are not allowed to be in the school building; therefore, they are not allowed to attend CASP on the days of school suspension.

SIGN-IN

- Children must go directly to the program location when they are dismissed from school.
- Children are required to sign themselves into the program each day and notate the time of arrival on the sign-in sheet. Staff members will assist younger children with sign-in if needed.
- All children are accounted for by 3:05 p.m.

NOTE: Children who sign-in to the CASP program MUST be signed out by an authorized adult regardless of how long they remain at CASP (one minute or entire program). No exceptions!

EXPECTED BUT NOT PRESENT

If a child is expected at the program, but is not present, our staff will:

- Call CASP office to check for parent messages.
- Check with school office.
- Contact parent, guardian and emergency contacts to determine the whereabouts of the child leaving messages at each number called.
- Contact the CASP office, Executive Director or Director of Child Services if unable to reach any of the contacts listed on the child's enrollment card.

EXTRACURRICULAR ACTIVITIES

Activities beginning at 2:50

- A "Notice of Late Arrival" form must be on file.
- CASP staff will not account for children attending activities immediately after school.
- CASP is not responsible for the safety of children until they arrive to our program.
- Parent may call the after school program to ensure his/her child's safe arrival.

Activities beginning at 3:05 or later

- A "Permission to Leave" form must be on file.
- The child must sign into the program at 2:50.
- The authorized adult in charge of the non-CASP program must be listed on the permission to leave form and must sign out the child.
- If the child is returning to the program prior to 6:00 p.m., the child should sign back into the program upon arrival.
- CASP is not responsible for a child's safety while he/she is signed out of the program.
- Parents may call the after school program to ensure his/her child's safe arrival back at the program.

The "Notice of Late Arrival" and "Permission to Leave" forms must be completed in advance by a parent or guardian and are available on the CASP website, at each program site, and in the CASP office.

NOTE: Teachers are not allowed to keep a child late or take a child from the CASP program without a "Permission to Arrive Late" or "Permission to Leave" form on file for that specific teacher.

SIGN-OUT

- Only a parent, guardian or authorized representative will be allowed to sign-out a child.
- The parent, guardian or authorized representative is required to sign the child out of the program each day and notate the time of departure on the sign-out sheet.
- Written notice from parents or approval from the CASP office is required for unauthorized adults to pick up a child.
- Any adult not recognized by staff will be asked to present photo identification before the child will be released.
- CASP does not enforce or monitor parent/guardian visitation schedules. Any authorized adult, including both parents, regardless of custodial status, are allowed to pick up a child at any time unless court documents preventing visitation or requiring supervised visitation are provided to CASP. In the event a court-prohibited individual attempts to pick up a child, CASP will contact the police immediately and notify the parent/guardian.
- CASP requires parents/guardians to be available to speak with the staff each day at pick up. This is an important time when staff may share important successes or challenges with parents/guardians. For this reason, we ask that parents/guardians complete cell phone calls prior to entering the facility to pick up their child(ren).
- Once a child is signed-out of the program, they become the responsibility of the parent/guardian. Parents are required to supervise their child(ren) at all times and ensure their behavior is in keeping with CASP policies until they have exited the facility, which includes the playground and gymnasium.
- Parents may request special permission for a sibling, aged 14 or older, to be on the approved sign-out list. Approved siblings are required to provide a photo ID each time they sign-out their sibling.

NOTE: DHS & CASP policies require an authorized adult to sign their child(ren) out of the program each attendance day. Failure to sign-out your child(ren) from the program may result in dismissal from the after school program.

LATE PICK-UP PROCEDURE

The program closes at 5:45 p.m. with late fees assessed beginning at 6:01 p.m. If a parent is unable to pick up their child by 6:00 p.m. for any reason, they are required to make other arrangements for their child's timely pick up. Once arrangements are made, parents are required to contact the program site with information about who will be picking up. In the event of a weather or other emergency at the time of program closing, CASP may, at its discretion, waive late fees.

NOTE: Substitute pick up person is required to show a photo ID.

In the event a child is not picked up by 6:00 p.m., CASP policy is as follows:

- Parents, guardians, or emergency contacts will be notified.
- If after 15 minutes the staff is unable to reach parents or other emergency contact(s), the Executive Director and/or the Director of Child Services will be notified.
- Assistance from the Norman Police Department may be requested if parent or guardian cannot be located.
- **A late fee of \$1 per minute per child** will be assessed beginning at 6:01 p.m. and billed to the child's account. Payment is due immediately, regardless of notice.
- CASP will not continue the enrollment of a child whose parents fail to comply with our policies regarding closing and pick-up times.

OUTDOOR PLAY

CASP encourages activities that allow children access to fresh air, sunshine and moderate exercise.

- Please ensure that your child(ren) are appropriately dressed for weather conditions.
- CASP will have outdoor play each day that the “*real feel*” temperature is 32 degrees or above and below 100 degrees.
- Chronic or short-term health conditions requiring special care or restriction from outdoor play may require a doctor’s statement.
- In the event that unknown adults or animals come onto CASP outside play space, the staff will immediately take children inside.
- Children are not allowed on playground equipment 4’ tall or higher without a minimum of 6” of impact material. CASP works closely with NPS to maintain playground safety.
- CASP children are not allowed to play with children who are not enrolled in or signed in to our program.

SCREEN TIME

“Screen Time” is defined as any media, which includes a viewable screen. Children are considered to be participating in “screen time” anytime they are actively participating or watching someone else participate in any type of electronic media with a screen.

CASP limits the amount of time a child may engage in “screen-time” activities to no more than 1 hour/day with the exception of special group activities such as “movie days”. “Screen-time” includes activities such as watching movies, computer time, and handheld games. Children with a diagnosed special need, and who have an approved behavior plan which includes the use of media, are not restricted to the 1 hour/day limit.

MOVIES

- CASP is licensed through the Motion Picture Licensing Corporation. This license allows our programs to view CASP-owned movies from selected distributors and producers only. **NO MOVIES FROM HOME.**
- Programs are permitted to view one movie per week. On occasion, CASP may allow a second movie day if regular programming is disrupted due to inclement weather and/or shared space conflicts.
- All movies purchased by CASP are rated G or PG.
- Children are not required to watch movies and may play quietly while others are watching the movie. However, CASP cannot prevent or restrict a child from movie watching as it is part of our regular programming activities and takes place in our communal programming space.

COMPUTER TIME

- CASP, with school permission, may be allowed to visit the school computer lab 2-times per week.
- When visiting the computer lab, children will be limited to no more than 30 minutes/day and will abide by the Norman Public School Computer Lab/Internet Policy.

NOTE: Computer Lab use is a PRIVILEGE. Any child who does not follow the rules or causes property damage will not be allowed to use the computer lab during CASP. Additionally, not all programs include computer lab time as part of its programming day. This may be due to a variety of reasons including school restrictions, program make-up, and student interests and ages.

CHILDREN & PHONES

- Staff permission is required for children to make phone calls during program hours.
- Phone calls are only allowed after 3:05 p.m. (following accounting of safe arrival of children to program).
- Children are not allowed to use CASP's business phone to set up play dates or request permission to go home with another child or to invite a child to go home with them.
- Phone calls should be brief (no more than 3 minutes).
- Number of calls will be limited to ensure smooth operation of the program.
- Use of personal cell phones is prohibited.
- Cell phones must be turned off and secured in bags or backpacks.

PERSONAL PROPERTY - CHILDREN

- CASP is not responsible for the loss or destruction of personal property belonging to the children.
- CASP does not encourage children to bring personal items from home.
- Any personal items brought to the program must be kept in the child's bags backpacks.

SITE VISITORS

All visitors to CASP program sites must be pre-approved by the CASP Administrative Office. Sites will be informed in advance of any expected or scheduled visitors. Site visitors include, but are not limited to:

- All guest speakers
- General visitors (e.g. friends, boyfriends, girlfriends, relatives, etc.)
- Animals of ANY kind, including pets (CASP administrative staff may make exceptions for educational purposes.)
- Former CASP staff members

FIELD TRIPS

Staff may include field trips in their weekly lesson plans as long as the location is within suitable walking distance for the children. The following guidelines must be followed:

- Parents will be informed of the field trip at least one week prior to the date scheduled in order to make the necessary arrangements (change pick-up time, alternate days of attendance, etc.).
- All children who participate must have signed parental permission.
- Parents who do not wish for their child(ren) to participate in a scheduled field trip are required to make other childcare arrangements or pick up their child(ren) prior to the field-trip departure time.
- Children arriving after departure must be delivered to the field trip location, checked in with the staff in charge, and signed in by their parent/guardian.
- Snacks and meals are not provided on field trips.
- DHS requires higher staff: child ratios for field trips. Therefore, ALL CASP staff are required to participate in field trips with no staff remaining "on-site".
- Parents may pick up their child from the field trip location, if needed.
- Parents are welcome and encouraged to volunteer on field trips.