



Summer 2025 Policies & Procedures Handbook

Welcome to the Dell Rapids Community Haven Out of School Time Program! Haven is organized to provide supervision for students in kindergarten through 7th grade. Haven operates under the Haven Board of Advisors

and the Dell Rapids Public School District with additional support provided by St. Mary's Catholic Schools and the City of Dell Rapids.

Haven began as an after-school program in 1997 and was in the United Methodist Church. As the program grew, a larger site was needed to accommodate the increase in the number of children. In 2001, Haven began its collaboration with the Dell Rapids Public and Dell Rapids St. Mary's Schools. This collaboration brought about the 2002 Summer Program, the start of the Before School Program for the 2002-2003 School Year, and the continuation of the After School Program. A partnership with the City of Dell Rapids in 2002 began the Summer Recreation Program and Friday Field Trips. Haven offers a variety of activities for students to participate in, including Academics (Homework Help and Computers), Enrichment Activities (Creating Character, Team Building, and Multicultural), and Recreation (Arts, Crafts, Board and Card Games, Community Service Projects, Field Trips, Gaming Stations, Indoor Games, Music, Nutrition, Outdoor Games, Special Events, Sports, and Visitors).

MISSION STATEMENT

Dell Rapids Community Haven exists because no child should have to be home alone.

VISION

It is the vision of the Dell Rapids Community Haven to be the out-of-school time care provider of choice in the Dell Rapids community, delivering high quality childcare and enrichment for children while demonstrating strong leadership and fiscal accountability to its community partners, contributors, and families. Haven provides a safe, flexible, fun, creative, educational and enriching place for children, growing and changing to meet the changing needs of families calling Dell Rapids their home.

OBJECTIVES

1. To provide a safe, supervised, and positive environment for students in the Dell Rapids area during out-of-school time hours.
2. To provide for children's basic physical needs, such as food and shelter, and their need for physical release with involvement in supervised games.
3. To provide for children's emotional needs, by providing a haven during the hours they are away from their parents and outside the protective environment of the schools.
4. To provide for children's intellectual needs by providing tutor services, computer access, and a variety of stimulating cultural and recreational programs.

LOCATION

The Before/After School & Summer programs are located at River Community Church at 613 State Avenue.

CONTACT INFORMATION

Phone Number: 605-366-8612
 Mailing Address: Dell Rapids Community Haven, Dell Rapids Public Schools,
 1216 North Garfield Avenue, Dell Rapids, SD 57022
 Email Address: drcommunityhaven@gmail.com
 Facebook Page: <https://www.facebook.com/drcommunityhaven/>

Haven Director: Katherine Mohlenkamp
 Summer Assistant: Addison Blissmer

HOURS OF OPERATION

- The Summer Haven Program operates Monday-Friday 6:45 am-6:00 pm.
- The following days Summer Haven will be closed: Memorial Day, July 3rd, and Independence Day
- Any additional closings will be announced at least one month in advance.

HAVEN ADVISORY BOARD

- The Haven Programs are overseen by a Board of Advisors. This advisory board makes recommendations to the Dell Rapids Public School Board, who gives the final vote on all Haven policies, fees, etc. Please let us know if you would like to participate in a meeting, they are open to anyone who wants to attend.

ENROLLMENT

- The Summer Program is open to students who completed K-Prep and kindergarten during the previous school year through seventh grade. Children are enrolled on a first-come, first serve basis.
- All children are enrolled on a trial basis. Haven strives to provide care for children with all abilities within our licensing age group if we can do so without undue hardship that would result in significant difficulty or expense to the program; without fundamentally altering the nature of our program; and can be achieved within the capabilities of our staff. Students whose condition will pose a significant threat to the health and safety of that individual or the other children or staff in the program, may not be eligible to participate in Haven.
- We are happy to make reasonable accommodations for children if we can maintain our 15:1 staffing ratio. We ask all students to be fully potty trained with no adult assistance or supervision. All requests to provide care for children with special needs will be reviewed by the Haven Director and the Haven Board of Advisors on an individual basis. A program visit may be requested before care is issued. A full disclosure of special needs and/or services is required at the time of enrollment. Failure to do so could result in termination of care.
- Enrollment forms can be obtained by contacting or visiting Haven. All enrollment forms must be completed by the parent/legal guardian and turned into Haven staff at least 24 hours prior to the child's first day of attendance. Completed forms include Enrollment, Parent Contract, Behavior Guidelines, and Waiver of Liability. Upon enrolling in Haven's Programs, the Policies and Procedures Handbook will be provided to each family. The Handbook Agreement form, located on the last page of the handbook, will also be required to be signed and returned to Haven.
- Any additional information to help us better care for your child, including allergies, special diet, medications, religious or cultural observances, etc., must be included on the Enrollment Form.

TERMINATION OF SERVICES

- Children will remain actively enrolled in the program until the parent provides a two-week notice of withdrawal, in which payment is still required. The program reserves the right to suspend any student and/or deny continued enrollment if the program's operational policies are violated with no tuition fee refund.
- Failure to disclose important information regarding your child's well-being, health, special needs or services could result in termination of care.

TRANSPORTATION

- All public K-Prep through 4th grade and public Middle School students enrolled after school need to purchase an in-town bus pass from the DRSD at the time of enrollment.
- Students will be transported by a school bus for most field trips.
- Except when transporting children to and from school, the required staff-child ratio will be maintained when children are in transport.
- A vehicle used for transportation may not carry more people than its stated passenger capacity.
- Students are expected to obey the bus rules or they may lose the privilege of riding the bus for a period of time.
- Please refer to the Dell Rapids School District's Student Handbook for specific bus regulations.

TUITION FEES:

- Payment of a \$20 one-time non-refundable registration fee per child
 - Payable at the **first time** of enrollment in Haven programming
 - There is a \$10 late enrollment fee for any child enrolled after May 1st
- \$100 summer activity fee per child for full and part time enrollees
- \$30 summer activity fee per child for drop-in enrollees

- Drop-in enrollees will pay an additional field trip fee if they attend Haven on a field trip day
- \$15 summer activity fee per child for Summer Rec enrollees

Summer activity fee covers field trip fees, project material costs and a t-shirt for each child enrolled. Fees are assessed weekly per child, which include breakfast, morning snack, afternoon snack, and most project materials.

If you wish to have your child participate in the Haven Lunch option, an additional \$30/week will be added to the tuition.

Full Time (4+ days per week)	\$120	\$15/day (reduced)	\$9/day (free)
Part Time (3 or less days per week)	\$84		
Drop In	\$35		
Lunch	\$30		

*Summer activity fee will be reduced 50% for those who qualify for free or reduced tuition rates or childcare assistance

*Reduced Rates & Tuition Assistance may be available for qualifying families, please ask the Haven Program Director for detailed information

*Weekly tuition for reduced/free qualified families will be calculated based on the days noted on the parent contract

*Tuition Fees are paid weekly in advance - due on Friday at 6pm of the week before

*PLEASE MAKE CHECKS PAYABLE TO THE **DELL RAPIDS SCHOOL DISTRICT**

*Parents must notify Haven Staff if their child(ren) will not attend program or will arrive late on a regularly scheduled day

*Haven will accept drop-ins if space is available, please notify Haven staff as soon as possible to make appropriate arrangements

*Please review our policies and procedures handbook for further information regarding all aspects of our programming

If you wish to withdraw your child(ren) from Haven, a two-week notice must be given to the Director, in which payment is still necessary.

PAYMENT AND ATTENDANCE POLICIES

- Tuition fees are assessed on a weekly basis.
- Tuition fees are paid weekly in advance - due on Friday by 6:00 pm of the week before.
- Schedules for children will be based on the initial contract received at the time of enrollment. If your child attends Haven part-time on a variable schedule, a weekly schedule sheet is expected to accompany your weekly payment. The schedule sheets are found by the check-in computers at both Haven sites.
- Drop in spots are not always available, if you would like to always have a spot saved for your child, consider the regular rates. If you are attending Haven for four or more days in a two-week period or have a **consistent** weekly schedule, you will be considered a part-time enrollment.
- Fees not paid by Fridays at 6:00pm will incur a \$20 late charge.
- **Haven must be contacted by 10AM** if your child will not be attending for the regularly scheduled day or will arrive late on a regularly scheduled day.
- If Haven staff is not contacted by 10:30pm or when staff is required to search for your child(ren), a \$5.00 Finder's Fee will be assessed. This fee will be added to your account statement and is payable with your next payment.
- There are no credits for absences unless you choose to use your vacation sessions. Tuition will remain the same each week regardless of holidays or absences. This includes if a child is absent for an entire week, for any reason.
- Tuition will not be pro-rated for any weeks during the summer program.
- Please make checks payable to the **DELL RAPIDS SCHOOL DISTRICT**. Payments may be delivered directly to Haven staff or put into the payment box located near the check-in computer.
- During the summer program, an additional activity charge may be required for field trips, activities, etc.
- Credit will not be given for missed sessions.
- Children are not allowed at Haven before program begins and must be picked up by closing time. A fee of \$5.00 per minute will be assessed for each child present beyond these times. This fee is charged up to the exact time parent and child(ren) leave the building. This fee will be added to your account statement and is payable with your next payment. Three late pick-ups in a three-month period is cause for dismissal from the program.

- In the event your child is still at the program after closing and we have not heard from you, we will take the following steps (in order):
 - Attempt to reach you at work, home, or by cell phone
 - Call the emergency contact(s) named by you on the child's enrollment form
 - Call the authorities
- Parents must check their child in and out of Haven daily. This is to be done by a parent/guardian or authorized person through the checker/receptionist.
- As soon as a child arrives at the program, they must check in with Haven staff. If a student does not arrive at program within a half hour of their normal arrival time, Haven staff will attempt to contact the parent/guardian. If we are unable to contact you, we will attempt to contact the emergency contact(s) named by you on the child's enrollment form. Staff may also contact the authorities if deemed appropriate.
- Haven will accept drop-ins if space is available. Please notify Haven staff as soon as possible to plan.
- Payments past due may result in suspended service.
- If you are having difficulties with your payments, you are encouraged to speak to the Haven Director regarding a payment plan. Fees and charges may be waived upon considerable circumstances.
- Any additional questions related to a child's tuition should be addressed to the Haven Director.
- If you wish to withdraw your child(ren) from Haven, a two-week written notice must be given to the Haven Director. You will be required to pay your regular contracted fee for these two weeks whether your child attends or not.

TUITION ASSISTANCE

- The Department of Social Services Child Care Division offers financial assistance to families who meet specified eligibility requirements. Applications are available at Haven or by contacting Child Care Services at 1-800-227-3020. Additional information can be found on the CCS website at <http://dss.sd.gov/childcare/childcareassistance/>. Any additional fees (registration, late, finder's, activity, field trip, etc.) will be the responsibility of the parent/guardian, not the Department of Social Services Child Care Division.
- Reduced tuition rates may be available for those who qualify for free or reduced lunch through the schools.
 - To receive reduced fees, parent/guardian must apply for State Child Care Assistance through the Department of Social Services, or show non-qualification, AND provide proof of free/reduced school lunch.
 - Reduced tuition rates from the previous school year will carry over to the next school year for the first 30 days of school or until new forms are completed and verified, whichever occurs first.
- Additional tuition assistance may also be available through the following process.
 - Parent/guardian has applied for, and consequently been denied tuition assistance, or can provide proof on non-qualification through the State of South Dakota Department of Social Services.
 - Parent/guardian has applied for free or reduced lunch through the schools.
 - Parent/guardian has completed a Haven Tuition Assistance Application, provided the letters of denial or proof of non-qualification from the above agencies, and provided all supporting documentation as specified on the assistance application.
 - All applications will be reviewed by the Haven Director for a decision. All information is kept confidential.

MENTOR PROGRAM

- The Haven Youth Mentor Program is designed to promote and enhance self-confidence, leadership, and maturity. Youth Mentors will assist students during activities, assist staff with the daily duties, and be a positive role model to children in the Haven programs. Youth mentors will work under the direct guidance of the Haven Director, Program Coordinator, and Site Assistants and will be counted as students in our ratios. You must be going into 6th or 7th grade to apply to be a Youth Mentor.
- Students must apply to become a youth mentor by completing a youth mentor application and submitting a letter of recommendation from a teacher. Students will then meet with the Haven Director to discuss the expectations for being a Youth Mentor.

- Parents will pay the full tuition amount for their student. However, the student could earn part of their tuition back at the end of the summer by meeting weekly goals and expectations. These weekly goals and expectations will be tailored to each child's strengths and abilities. Full-time mentors can earn up to \$45 back each week and part-time mentors can earn up to \$35 back each week. The amount earned will be given to the mentors at the end of the summer in the form of a gift card or tuition credit (parent choice)

VACATION SESSIONS

- Summer full time enrollees are eligible for one week (five days) of vacation per summer
- Summer part time enrollers are eligible for one week (three days) of vacation per summer

NUTRITION

- During the Summer Program, the following meals will be served: breakfast, am snack, and pm snack. The cost of these meals is included in the summer program fees. Breakfast will be served from 8:00-8:30AM. If you want breakfast at Haven for your child, please arrive during this time.
- Students will have the option of having hot lunches or sack lunches provided by Haven for \$30/week. Food will be planned, and a lunch schedule will be published for families.
- If your child is on a special diet or has a food allergy, please list this specific information on the Enrollment Form.

PROPER ATTIRE

- Many activities at Haven are recreational and children should dress appropriately for both indoor and outdoor events. Students should also have appropriate footwear for participating in recreational activities. Students will not be allowed to play outside without proper attire for the conditions. If they are not dressed appropriately, they will be required to stay on the blacktop or by the wall. Lockers and/or hooks will be provided for the children to keep their items.

PERSONAL BELONGINGS

- Haven requests that children do not bring toys, games, or personal items from home. Haven will not be responsible for the loss of, or damage to, toys or personal items brought from home. Responsibility for the safekeeping of items brought from home remains with the child. Haven does not allow the use of toy weapons or trading cards (Pokémon, Yu-GiOh!, etc.), at any time.

LOST AND FOUND

- During the summer any items left at before school, after school and summer Haven will be placed in Haven's Lost and Found. Items not claimed at the end of each program year, will be discarded or donated to a local charity.

ELECTRONICS & CELL PHONES

- Haven embraces a no-electronics policy in support of developing healthy minds and bodies. Please help us by keeping all hand-held electronic devices at home. Personal cell phones, watches or any electronic communication device must be turned off and left in their locker with the rest of their belonging. This policy is designed to help all participants remain engaged and have a better and more meaningful experience while at Haven. Parents/Guardians are required to call the site if there is change of plans or an emergency. Please assist us in this area by refraining from calling or texting your child's cell phone during program hours.

EMERGENCY PROCEDURES

- Regarding emergencies such as fire, tornado, etc., all staff will be trained in appropriate escape routes and proper tornado drills. The center will conduct a fire drill four times a year, and a tornado drill once a year. Copies of these emergency procedures are available upon request.
- If Haven needs to evacuate River Community Church (613 State Ave), our emergency evacuation site is the Public Elementary School (309 W 15th St). A note will be posted, when possible, on the Haven entrance to notify parents/guardians of our location.

CHILD ABUSE AND NEGLECT

- Each staff member is required to read and sign a statement that defines child abuse and neglect and outlines the staff member's responsibility to report all suspicions of child abuse or neglect. Each staff member shall immediately report any suspected incident of child abuse or neglect to the Haven Director and the Department of Social Services or local law enforcement and cooperate fully in the investigation. If a staff member or volunteer is accused of abuse or neglect, they will be suspended until an investigation is completed and outcome decided. Once the outcome is decided, administration will determine the staff member's employment.

HEALTH & LIABILITY POLICIES

- Staff will take the steps necessary to assure the safety and secure the medical care of your child. If your child becomes ill or is hurt (outside of minor scrapes and bruises), we will attempt to contact you. If we are unable to contact you, we will attempt to contact the person(s) named by you on the enrollment form. The staff may also, but is not limited to, contact the school nurse, call the child's physician, administer First AID or CPR, or call 911 for medical assistance.
- For more serious injuries or illnesses, Haven staff will complete a report following the incident and notify a parent/guardian.
- The Dell Rapids School District does not provide any type of health or accident insurance for injuries incurred by your child at school, including Haven Programs. The district purchases Liability Insurance to cover any incident in which an injury is a result of staff negligence.
- Any costs incurred by an injury caused by one student to another will be the responsibility of the parents/guardians of the student who caused the injury. The families involved in the incident will be responsible for planning to resolve any grievances. Contact your health or homeowner's insurance agent for details about your policy coverage.
- Any health-related service (including medication) may or may not be appropriate for Haven to provide. Requests to determine if a service is appropriate for Haven to provide must be made to the Haven Director. Requests made to the Haven Director are subject to referral, review, and determination by the administration.
- Our program does not provide care for sick children. You will be notified by phone if your child becomes ill or is injured during program hours. Once notified, we require that your child be picked up within 1 hour. Your child will be isolated from the other children (but supervised) until you arrive.
- Haven will not provide medical diagnosis and treatment of illness. Medical diagnosis and treatment are not the responsibilities of Haven and will not be practiced by any staff.
- State regulations specifically require written permission from parents or legal guardians allowing for the child's emergency medical care to be included in your child's file. Parents and/or legal guardians would be responsible for any expenses incurred by any emergency medical care.

MEDICATIONS

- It is our expectation that whenever possible, medication can and will be administered at home.
- We understand that in some circumstances it is impossible to administer medications at home and therefore it is necessary that it be administered at Haven. In these circumstances, the following guidelines will be followed:
 - Medications may only be administered with a Medical Authorization Form signed from the parent or guardian with the student's name, name of the medication, proper dosage, the date(s) and the time(s) the medication is to be administered. A copy of the consent form must be maintained in the child's record.
 - Medications must be kept in the original container with the original label intact. The label for prescription medications must contain the child's name, the physician's name, name of the medication, legible directions for use, correct dosage, time to be given and the expiration date. A drug container without a label or with an illegible label is not permitted. Ask your pharmacist for a second container with the above information on the label for use at Haven.
 - Medications must be stored in a place that is inaccessible to children. Medication requiring refrigeration must be placed in another nonabsorbent container and labeled "medications."

- Haven is not responsible for medications that are left at the program. All medication not picked up by a parent by the last day of program will be destroyed.
- Emergency medications will be administered according to plan on file (i.e. epi-pen, inhaler ect).
- All medications must be brought to Haven by the parents/guardians. Transportation of medications by students is not allowed.

IMMUNIZATIONS

- Dell Rapids Community Haven requires proof that immunization levels of all children are current. Immunization records will be maintained through the office at Dell Rapids Elementary.

FOOD AND ALLERGIC REACTIONS

- Dell Rapids Community Haven requires staff to be trained in food and allergic reactions procedures. Haven requires all parents to complete an enrollment application and if there are allergies, to list those allergies. When a parent lists any allergy, they are required to complete a document that lists the allergy, what the allergy is related to (food, pets, etc); what the signs and symptoms of distress are should the child have an allergic reaction; and what the process is for assisting the child should they be in distress due to a reaction. Each staff person who is associated with this child (teacher, cook, etc) is provided an overview of the situation, an overview of the allergy document and the instructions for preventing a reaction; and instructions for handling a reaction.

DISPOSAL OF BIO-CONTAMINANTS

- Dell Rapids Community Haven requires all staff to be trained in Universal/Standard Precautions. Universal/Standard Precautions are guidelines issued to prevent disease transmission for people in all walks of life, including childcare providers. The Universal/Standard Precautions require persons to have a barrier between any infectious substance and the workers skin, eyes, nose, and mouth. Haven requires any care provider, employee, or substitute who provides care and supervision to children to follow the universal/standard precautions recommended by the Centers for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or other body fluids. Universal/Standard Precautions require treating all blood and fluids that may contain blood or blood products as potentially infectious.

EXCLUSION FROM HAVEN

- Children that exhibit any of the following symptoms WILL NOT be allowed to attend Haven programming:
 - Vomiting
 - Undiagnosed rash or sore
 - Severe upper respiratory infection
 - Diarrhea
 - Temperature of 100 degrees or more
- Children should be excluded from Haven for the following illnesses:
 - Illness that prevents the child from participating comfortably in program activities.
 - Illness that results in a greater need for care than the staff can provide without comprising the health and safety of the other children.
 - Fever, lethargy, irritability, persistent crying, difficult breathing and/or other manifestations of severe illness.
 - CHICKEN POX (varicella): until sixth day after onset of rash or sooner if all lesions have dried and crusted.
 - COVID-19: exclude based on current CDC and SD Department of Health guidance, see website doh.sd.gov
 - DIARRHEA or stools that contain blood or mucus.
 - E. COLI 0157:H7 or SHILGELLA infection: until diarrhea resolves and two stool cultures are negative
 - HEPATITIS A virus infection: until one week after onset of illness or jaundice (if symptoms are mild).
 - HEADLICE (pediculosis): until after the first treatment and approved by Haven Staff.
 - IMPETIGO (streptococcal infection of the skin): until 24 hours after treatment has been initiated.

- INFLUENZA or RSV: until fever is gone and the child is well enough to attend and participate in usual activities.
- MEASLES: until four days after the onset of the rash.
- MOUTH SORES associated with drooling, unless a physician has determined it is not a communicable disease.
- MUMPS: until nine days after onset of the parotid gland swelling.
- PINK EYE or purulent conjunctivitis (pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eyes): until examined by a physician and approved for re-admission, with treatment.
- RASH with fever or behavior change, until a physician has determined it is not a communicable disease.
- SCABIES: until after treatment has been completed.
- STREP THROAT (streptococcal pharyngitis): until 24 hours after treatment has been initiated.
- TUBERCULOSIS: until a physician, concurring with the SD Department of Health, states the child is not infectious.
- VOMITING two or more times in the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
- WHOOPING COUGH (pertussis): until five days of the appropriate antibiotic therapy (which is to be given for a total of 14 days) has been completed.

Dell Rapids Community Haven will notify the Department of Health if a child contracts a communicable disease. The program will follow the Department of Health's recommendations for addressing a situation involving a communicable disease.

COMMUNICATION

- Parents are welcome to visit the program at any time. Our program encourages communication between staff and parents to best meet the needs of your child. One of our top priorities at Haven is to maintain a strong relationship with those participating in our programs through constant communication. We strive for this goal in many ways including a bulletin board where we post important notes, reminders, monthly activity calendar, newsletter, and snack menu. We also send out emails with the monthly newsletter, calendar of activities, and other important news and reminders.

FIELD TRIPS

- We visit various places each summer to explore, learn and have fun. Watch of the field trip flyer with important details about locations, dates, and times for each field trip. The cost of each summer field trip is included in your weekly tuition rate and yearly activity fee. We ask that each child wears their Summer Haven T-Shirt on field trips. All children that attend Haven on field trip days participate in the field trip. **You will need to find alternate care if you do not want your child attending the field trip, or a scheduling conflict with an offsite activity you planned for your child causes them to miss the field trip.**

POOL

- We will be visiting the Dell Rapids Pool frequently during the summer months. A summer pool pass may be purchased on City Hall or you may choose to pay a daily entrance fee for you child. Haven staff will be posted at various position around the pool to provide additional supervision along with the lifeguards.

SUNSCREEN

- We spend many hours throughout the summer outside. To best protect your child's skin, we ask that you provide \$10/child to cover the cost of sunscreen for your child(ren). This cost will be added to your Haven account. We will use that money to purchase sunscreen in bulk this summer to apply to the kids for outside activities. We do encourage parents to apply waterproof sunscreen before their child leaves the house in the morning. Haven staff will assist children with applying sunscreen prior to going outside during peak hours and prior to going swimming. We will also help them reapply as necessary. If you do not want your child to use the Haven sunscreen, we would ask that **each child** bring two sunscreens at the beginning of the summer. We will notify you when they are running low so you can replace.

DAILY SCHEDULE

- Our daily schedule is posted on the bulletin board. We strive to follow this each day but also recognize that sometimes the children's interests lead us in new directions. Our schedule does include time for Free Play, Crafts, Science Experiments, Sports and Recreation, Relaxation, and Fun with Friends. Please take the time each day to ask your child their favorite activities from the day! A calendar for each month with specific activities will be posted each month.

BEHAVIOR GUIDELINES

RULES

1. RESPECT

- We will treat others with respect. No hitting, kicking, fighting, spitting, or name-calling.
- We will use appropriate language, volume of voice, and proper turn.
- We will take proper care of the equipment and buildings, as well as our own items. Haven is not responsible for lost or stolen items.
- We will pick up our area when done or asked by staff.
- We will stay in the designated Haven area and use designated Haven items. All other parts of the facility and other items are off limits.
- We will use designated entrances only. We will place bikes in designated bike racks.

2. WALK- We will walk to and from program areas unless permission is given to do otherwise.

3. ASK- We will ask staff before leaving the room or area for a drink or to use the bathroom.

4. FOLLOW DIRECTIONS- We will cheerfully complete tasks as directed.

5. HAVE FUN!

- By following the rules, you ensure the safety of yourself and others.
- We want to make sure that everyone has FUN while at Haven!
- Good behavior will be rewarded with extra privileges.

PARENT/GUARDIAN RESPONSIBILITIES: I will ask my child(ren) what was learned at Haven. I will monitor my child(ren)'s behavior and performance. I will help my child(ren) celebrate achievements in learning, good behavior, and reaching goals. I will be supportive of the activities my child(ren) participate in.

STUDENT RESPONSIBILITIES: I will treat others with kindness, courtesy, and respect. I will be a good example for others, have a good attitude and show good behavior. I will help others and ask for help when I need it. I am responsible for all my actions.

STAFF RESPONSIBILITIES: I will provide a safe environment and fun and educational activities. I will model kindness, courtesy, and respect for others and good behavior. I will not tolerate any behavior that could cause physical or mental harm. I will answer any questions the parent/guardian may have about the student's behavior and performance. I will celebrate each child's achievements in learning, good behavior, and reaching goals.

BUS RULES

- Please reiterate with your child(ren) that the rules & consequences of riding the Haven Bus are the same as riding a normal school bus. The most important rules to make sure your child(ren) know are:
 1. Students must remain seated while the bus is in motion
 2. Students must wait until the bus comes to a complete stop before leaving their seat (kids will exit the bus one seat at a time)
 3. Students must always keep arms & hands inside the bus and keep hands & feet to themselves
 4. There should be no shouting or profane language.
- Please refer to the School's Student Handbook for specific bus regulations.

****Students are expected to obey the bus rules or they may lose the privilege of riding the bus for a period of time.**

DISCIPLINE

- Discipline techniques used will offer clear-cut limits with positive guidance and direction to help your child achieve self-control and a respect for the rights of others.
- Discipline has two primary goals. First, we strive to find a solution to the current situation. Second, we attempt to help the child process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control.
- Children enrolled are expected to exhibit behavior that does not disrupt or interfere with activities or social interaction of other children or violate program policies. Parents will be notified when discipline problems occur.
- Discipline will not be delegated to older children or peers. A child will not be placed in an environment that would be harmful or dangerous to the child's physical or emotional health. Use of humiliating or frightening punishment such as the following are prohibited: (1) Hitting, pinching, spanking, or inflicting other corporal punishment; (2) Verbal abuse, threats, or derogatory remarks about self or family; (3) Restriction of movement by binding or enclosure in a confined space such as a closet, a locked or unlighted room, or a box or similar cube; (4) Withholding or forcing meals or snacks; and (5) Use of substances such as soap, pepper, or hot pepper sauce for punishment of undesirable behaviors.
- If behavior issues arise, Haven staff will follow the steps outlined below:
 - Haven staff will provide a warning and redirect the child to an appropriate behavior
 - Haven staff will have the child take a break for no more than five minutes or will take away a privilege (such as playing with a specific toy)
 - Haven staff will document the behavior issue, and will require that parents sign the report acknowledging that they have been informed of the problem
 - Every effort will be made to modify inappropriate behavior by using these procedures as well as through parent communication and involvement.
 - After three substantial documented behavior reports, a meeting will be set up with the Haven Program Director and the parents. The purpose of this meeting will be to determine why the child is having difficulty and what efforts might be made by the Haven staff, parents, and child to find a possible solution.
 - After five documented behavior reports, the child may be unenrolled from the program.
 - At the discretion of Haven's Director and Board of Advisors, a child may be readmitted to the program.
 - Extenuating behavior or verbal actions that threaten the safety of other children, staff or the child himself may be grounds for immediate dismissal from the program. In which case, the procedure detailed above may be skipped.
- In the event a child is readmitted into the program, the following discipline guidelines will be in effect:
 - If the child exhibits behavior that disrupts or interferes with activities or social interaction of other children, or violates program policies, a parent/guardian will be notified, and arrangements must be made immediately for the child to be removed from program.
 - This offense will result in a one-day suspension with no tuition refund.
 - A second offense will result in termination of services, with no tuition refund, and the child will not be allowed to return to Haven.

PLAYGROUND SAFETY RULES & GUIDELINES

- Students will walk to and from the playground. No running or sliding in the hallways.
- Students will keep their hands and feet to themselves en-route to the playground.
- Students are not allowed to play in the bushes.
- Students are expected to use all playground equipment properly.
- Students will slide feet first, one person at a time. Students will not climb up the slides.
- Standing on top of playground bars, beams, or tunnels is not permitted.
- Only 1 student is to go across the glider at a time using 2 hands, feet are to remain below the waist. Students who cannot reach the glider while standing flat footed on the platform, should stay off!
- Throwing balls or playing ball tag is not permitted on or near playground equipment.
- Regular, physical education game rules will be applied to all games.
- Fighting and "play fighting" are not permitted.

- Inappropriate language including profanity, name-calling, teasing, etc. is not permitted.
- Antics that imitate self-injury, including tripping, falling, rolling, etc. are not allowed.
- If a ball goes outside of the playground area, students may go to retrieve it with staff permission if they can do so without crossing the street. Students may NOT retrieve balls that go across the street.
- Students must obtain permission from Haven Staff to leave the playground.
- Haven is not responsible for personal items that are lost, broken, or stolen from the playground.
- All serious injuries will be reported immediately by Haven staff and documented.
- Snowball throwing is not permitted.
- Students must stay on the playground side of snow mounds.
- Haven staff may restrict where individual students can play on the playground based upon the type of winter dress that students wear. Students must wear all weather appropriate clothes for Haven staff to give them full playground privileges, including snow pants, jackets, boots, hats, and gloves.
- Students who do not follow the rules may be sent to sit along the wall or sent inside. Playground privileges may be revoked for a period at staffs' discretion.

PARENTAL INVOLVEMENT AND INFORMATION

- Parents are welcome to visit the program at any time. Our program encourages communication between staff and parents to best meet the needs of your child.
- Haven shall deny access to a parent if the parent is restricted through a court order from having contact with the child and Haven has been provided with a copy of the court order.
- Our program follows a strict confidentiality policy. We will not share information about your child or family with anyone but Haven staff, board members, school personnel, or other authorities as needed.
- It is imperative that all records are up-to-date and accurate. Haven should be notified immediately of any changes in your address or phone numbers. It is essential that an emergency number be listed so that we can contact someone in the event of a child's injury or illness.
- Monthly newsletters and additional notes will be emailed, distributed or posted for communication purposes with parents regarding important issues and upcoming events.
- Parents will be notified of important issues – positive and negative – when they occur.
- Any information in regard to your child's health, development or behavior will be shared with a parent/guardian.
- Each parent will be notified regarding changes that may take place concerning the program's operation or policies.
- As a Haven family, you are expected to participate in fundraising activities. Participation will vary between donations of time, supplies, equipment and money. Fundraising events take place to help keep the cost of tuition as low as possible to our participants.
- We want to encourage parents to become involved in our program. If you would like to help plan or lead an activity, chaperone a field trip, or have suggestions about possible events in which children could participate – please talk to a Haven staff member. Your involvement is welcome and encouraged.

STAFF INFORMATION

- Haven staff meets qualifications set forth by Child Care Services. For more information about specific qualifications, please contact Haven at 366-8612.
- Staff annually completes ten hours of training and are First Aid and CPR Certified.
- Haven staff are mandated to report suspicions of child abuse and neglect. We will report any suspicions of abuse/neglect to the Department of Social Services. If a staff member is accused of abuse or neglect, they will be suspended until an investigation is completed and outcome decided. When hired, individuals sign a statement that indicates their awareness of this legal obligation.

SUPERVISION OF CHILDREN

- At all times there will be one individual in charge on site while our program is open. This person must and will be at least 18 years of age.

- We provide at least 1 staff person for every 15 children in attendance. These staff persons must and will be at least 16 years of age when they are counted in the Staff: Child Ratio.
- The number of children allowed in an activity grouping is limited to no more than the facility's licensed capacity.

REPORTING OF INCIDENTS OF CHANGES IN CIRCUMSTANCES

- The provider shall report a change in circumstance which may affect the provider's ability to comply with the requirements of the provider's license or ability to provide adequate care. A change of circumstance includes items such as a change of director or provider, a change of address, a change in the condition of the facility, or involvement with the Office of Child Protection Services or law enforcement concerning allegations of child abuse or neglect. The report must be made to the provider's licensing worker or agency within 24 hours after the change in circumstance occurs.
- The provider shall immediately report all incidents of suspected child abuse or neglect either to the Department of Child Care Services or to law enforcement officials.
- A before or after school center must notify the Department of Child Care Services within 24 hours after the occurrence of an unusual incident such as fire or serious injury to a child or serious illness that results in the hospitalization of the child or death of a child while the child is in care.
- Each parent will also be notified regarding changes that may take place concerning the program's operation or policies.

GRIEVANCES

Please follow the following procedures for addressing a grievance concerning the Dell Rapids Community Haven program or staff:

1. Immediately set up a time to discuss issue with the staff person involved.
2. If it is not resolved, discuss it with the Haven Director.
3. If the addressed grievance is still not resolved, contact the Dell Rapids Public School Superintendent.

LICENSED PROGRAM INFORMATION

- Our program is licensed by the South Dakota Department of Social Services, Office of Child Care Services as a Before and After School Care Center. Our program meets the minimum requirements for a Before and After School Care Center. A copy of these regulations can be obtained through the local Office of Child Care Services or by calling 1-800-227-3020.
- The Office of Child Care Services reviews our program each year. As required, a copy of our most recent review findings is posted on the near the check-in computers at each location.

The Dell Rapids Community Haven reserves the right to make policy changes as seen fit by the Haven Board of Advisors and the Dell Rapids School Board. Parents/Guardians will be notified once changes occur.

Haven will also adhere to the policies set forth by the Dell Rapids School District.

For more information on our program, contact:

Dell Rapids Community Haven
 Dell Rapids School District
 1216 North Garfield Avenue
 Dell Rapids, SD 57022
 Phone Number: (605) 366-8612

DELL RAPIDS COMMUNITY HAVEN POLICIES AND PROCEDURES HANDBOOK AGREEMENT FORM

This page must be completed, signed, and returned to Haven Staff as part of the Enrollment Forms. It will be kept on file for future reference.

Name of child(ren) enrolled at Dell Rapids Community Haven

I attest that I have read the Dell Rapids Community Haven Policies and Procedures Handbook and will adhere to all items as stated.

Signature of Parent/Guardian

Date

Updated March 2025