

# 2024-2025 Family Handbook



Third Base Afterschool Programs  
Summer Camp programs  
Serving Kindergarten through 5th Grade Students in  
Kanawha County Schools

Kanawha County Schools Community Education Program  
142 Marshall Avenue, Dunbar, WV 25064\*  
304-766-0378, 304-766-0389 (FAX)  
KCSCEP@mail.kana.k12.wv.us  
Web site: [kcscep.kana.k12.wv.us](http://kcscep.kana.k12.wv.us)

(\*Our office is moving to a new location in June 2024. Visit website for updated address.)

## Kanawha County Schools Community Education Program

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William J. Raglin Community Center  
142 Marshall Avenue  
Dunbar, WV 25064  
304-766-0378 Fax: 304-766-0389  
Jennifer L. Mathis, Director

### **Welcome to Kanawha County Schools Community Education Program**

Whether our Third Base or Summer Camp programs are a new experience for your family or you are a returning participant, we thank you for choosing KCSECP as your provider. We look forward to serving you and your family by providing safe, reliable care for your child in an enjoyable, enriching environment. We seek to form a partnership with you that promotes the learning and healthy development of your child(ren). I am proud of the remarkable and dedicated staff that work for our program. Many of them have been a part of our KCSECP family for years.

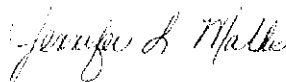
This handbook is a resource for you and your family regarding our policies and procedures. Please read it thoroughly, as you will be asked to sign a statement on the enrollment forms that you understand and agree to follow these policies and procedures. If you have any questions about any information in this handbook, please call our office.

KCSECP must follow the policies of both Kanawha County Schools (KCS) and West Virginia Department of Health and Human Resources (WV DHHR). Safety, overall well-being, and the continuous life-long learning of children are our top priorities when making policies and procedures. Please note that changes may be made in fees, policies, and procedures at the discretion of the KCSECP Director in order to meet these requirements and concerns, and to maintain a high quality of care.

Your Site Director will be your primary contact and can answer most questions you may have. If you need additional assistance, our staff in the KCSECP office are more than happy to help. Please call us at 304-766-0378.

Best wishes for a successful summer and school year!

Sincerely,



Jennifer L. Mathis  
KCSECP Director

**Our Mission**

The mission of KCSCEP is to serve families by providing quality afterschool and summer camp childcare programs for children in Kindergarten through fifth grades in Kanawha County Schools, as well as investing in programs and improvements that benefit children in Kanawha County Schools.

**Philosophy**

We believe children require care in a safe, nurturing place that parents can trust when children and parents are apart. We believe that children are our most important resource and that their childhood experiences are crucial in the development of their future endeavors. We work to promote each child's physical, social, emotional and intellectual growth by providing a stimulating childcare environment. We strive to respect the individual differences of children and their parents(guardians), while also appreciating the similarity in all of us.

**About Us**

We have seventeen Third Base after school child care sites and four summer camp sites in Kanawha County Schools. For Third Base, some sites serve other schools, which send their students by bus to the center. In the summer, families must provide transportation to and from summer camp sites. The programs are all private pay, but we also accept families receiving assistance from WV DHHR through agencies such as CONNECT or LINK.

**2024-2025 Third Base Sites**

**Alban Third Base**

**Bridgeview Third Base**

(also serves Dunbar Primary and Intermediate, Richmond)

**Central Third Base**

(also serves Andrews Heights, Anne Bailey, Lakewood)

**Cross Lanes Third Base**

**Elk Center Third Base**

**Flinn Third Base** (also serves Sissonville Elementary; 5th graders at Sissonville Middle)

**Holz Third Base**

**Midland Trail** (also serves Belle, Chesapeake, Cedar Grove, Malden, and Mary Ingles)

**Montrose Third Base**

**Nitro Third Base**

**Overbrook Third Base**

**Pinch Third Base** (also serves Clendenin)

**Pt. Harmony Third Base**

**Ruffner Third Base**

**Ruthlawn Third Base** (also serves Alum Creek, Kenna)

**Shoals Third Base**

**Weberwood Third Base**

**2024 Summer Camp Sites**

**Central Summer Camp**

**Elk Summer Camp**

**Flinn Summer Camp**

**Overbrook Summer Camp**

**Hours of Operation**

Third Base is open Monday through Friday from the end of the school day until 5:40 p.m. when school is in session and students are in school. (see KCS School Calendar on KCS website). Third Base is not open on KCS Professional Learning Days, school holidays, or school breaks.

Summer Camps operate from 7 a.m. to 5:40 p.m. See summer camp enrollment information for start and end dates. Summer Camp is closed on June 20 (WV Day) and July 4 (Independence Day).

When Kanawha County Schools are closed for weather related or any other unexpected reasons, our programs are closed. If school is dismissed early due to inclement weather, the programs will be closed. These closings will be announced through media and mass call-out by the KCS communication system. Should an emergency situation such as a power outage, water leak or outage, gas leak, etc. occur at a site just before or after the program start time, our ability to contact parents/guardians and the effect on the location will be considered before closing a program. If closure is needed, parents/guardians will be contacted to pick up their children. Please listen to the radio or TV for any KCS announcements. If it is announced the evening before or the morning of that school will be closed or will be remote learning only, then our programs will also be closed. You may visit the KCS website for school closings at [kcs.kana.k12.wv.us](http://kcs.kana.k12.wv.us).

During Summer Camp, sites may close unexpectedly due to power outages or weather-related issues. These will be reported to parents as soon as possible.

At some schools that don't have a Third Base program, KCS will transport students by bus to their assigned Third Base. (Ex: Alum Creek students who enroll are transported to Ruthlawn Third Base.) Students are subject to all KCS bus rules and are under the authority of the bus driver while in transit. Please note that students from these feeder schools participating in after school activities in their home school cannot take a later running middle school or high school bus to the Third Base site once the activity is over. Parents will have to make other arrangements to have their children picked up at their home school on those days following the after school activity.

### **Staff**

Each Third Base program is staffed with a Site Director and one or more assistants, depending on the enrollment at the site. WV DHHR requires we have one adult for every 16 children. However, we may voluntarily reduce that ratio if needed for safety or other reasons. We are not able to provide one-on-one care.

Each Summer Camp location has a morning and afternoon site director, as well as one or more assistants, depending on the enrollment at the site. The same staff-to-student ratio mentioned above applies to summer camp, except on days when children go swimming. At the pool, the ratio is 1 adult for every 8 children.

All staff undergo a thorough screening and hiring process, including a WV CARES criminal background check, state-required CPS check, drug test, and ergonomics assessment. All staff are required to have CPR and First Aid training, as well as training in how to recognize and report child abuse and neglect.

Despite the fact that our staff are part-time contracted employees, we have many who have been with KCSECP for many years—a few for as long as 20 years. They come from all walks of life, but share a common interest in their love for working with children. We believe our staff are the greatest strength of our program.

## **Enrollment Procedures and Requirements**

Open Enrollment begins in April for the following school year. Prior to the open enrollment date, currently enrolled families have the opportunity to re-enroll. During the school year, students can be enrolled at any time, as long as space is available. Once an enrollment form is submitted, it is kept on file for the duration of that school year, whether or not the child is enrolled or withdrawn. A new enrollment form must be submitted each school year.

KCSCEP Third Base serves children in kindergarten through fifth grades who are enrolled at a Third Base site or a designated feeder school that transports to the site. Parents/guardians must submit a completed enrollment form to the KCSCEP office each school year. A \$10/family non-refundable is due the first day of attendance, along with the weekly fee. Parents will be notified if their enrollment has been approved and whether the child(ren) can begin attending or will be on a wait list. Enrollment forms are available in the KCSCEP office or on our website: [kcscep.kana.k12.wv.us](http://kcscep.kana.k12.wv.us). Placement is subject to availability of space at the desired site and number of staff at the site. Submission of the enrollment form is not a guarantee of placement.

KCSCEP Summer Camp serves children who have completed Kindergarten through fifth grade in any KCS school for the current school year. Parents/guardians must submit a completed enrollment form to the KCSCEP office. A \$30/family non-refundable registration fee is due the first day of attendance, along with the weekly fee. Parents will be notified if their enrollment has been approved and whether the child(ren) can begin attending or will be on a wait list. Enrollment forms are available in the KCSCEP office or on our website: [kcscep.kana.k12.wv.us](http://kcscep.kana.k12.wv.us). All other enrollment policies and procedures apply to summer camp.

One enrollment form is completed per family. Please complete every line on the enrollment form. If not applicable, please write in "N/A". **Please provide complete names, addresses and phone numbers for parents/guardians, as well as the people listed on your enrollment form who are an emergency contact or may pick up your child. Also, you must provide the name and policy number for your child's health insurance. This information is required by WV DHHR. Applications that are not complete will not be processed until all required information is provided.**

**Enrollment forms are to be submitted to the KCSCEP office, not the school or Third Base site (with the exception of currently enrolled students during the Spring enrollment period).**

You may submit the enrollment form by

- \* Mail or In person at 142 Marshall Avenue, Dunbar, WV 25064 (address changing in June 2024)
- \* Email to [kcscep@mail.kana.k12.wv.us](mailto:kcscep@mail.kana.k12.wv.us) (preferred method)
- \* FAX to 304-766-0389

**If you fax your forms, please call our office to confirm receipt.** We are not responsible for failed fax transmissions. The parent/guardian should provide an email address to receive information notification of enrollment status.

Enrollment is considered on a first come, first served basis. If space is not available at the time of enrollment, your child will be placed on a wait list. Site enrollment is reviewed regularly by the KCSCEP staff to determine if there are children no longer attending who can be removed from the roster, allowing wait listed students to be enrolled. If space becomes available, wait-listed families will be contacted to see if they still need the service. Families with children currently enrolled in Third Base who take emergency placement of foster children may enroll the child/children on their account. This will be at the discretion and approval of the KCSCEP Director, provided the site will be in ratio.

We are not required to follow KCS IEPs or 504s; however we do make as many modifications or accommodations as possible to make sure all children succeed in our program. We are not able to provide one-on-one care. We are staffed at 1 adult for every 16 children.

### **Attendance Requirement**

Once your child is enrolled, you must use the service on a regular basis to keep your space in the program. You cannot enroll to save a space in case you may need it. We periodically review attendance, and if we find you are not using the service, your child(ren) will be withdrawn and the space will be made available to any families on the waiting list or new enrollments. We will keep your enrollment form on file through the end of the school year, and you can call the office to check on space availability in the event that you do want to use the service. Keep in mind that a new enrollment form must be submitted each year.

### **Withdrawal Procedure**

Parents may withdraw their child from the program at any time. It is requested that parents/guardians let the site director or the KCSCEP office know of your intention to withdraw your child. If there is a problem, we will make every effort to resolve the issue. Withdrawal and subsequent re-enrollment is subject to space availability. If you have withdrawn your child(ren) or if we have withdrawn them due to non-attendance, and you wish to the return to the program, please call the KCSCEP office to see if space is still available. If not, your child will be placed on a waiting list. Families with outstanding tuition balances will be withdrawn from the site after notice and attempts to secure fees have not been successful. Children will be withdrawn from the program when not in attendance for several consecutive weeks. KCSCEP has final determination on refusing a child's attendance, for any reason including but not limited to behavioral concerns that compromise the safety of the other children in the program and/or nonpayment of fees.

### **Sign In/Out**

**Third Base** - The Site Director will sign your child in upon arrival at Third Base. Parents/guardians or anyone listed on the enrollment form as an authorized pick up person may sign the child out. A parent/guardian must notify the Site Director of additional pick-up persons not listed, either verbally or by note. You should also always notify your child's teacher any time there is a change in plans for dismissal and discuss this with your child so that he or she knows about the change. This will make sure your child is sent to the right place at dismissal, whether it be Third Base, the bus line, or the walkers and car riders line.

**Summer Camp** - For summer camp, children will need signed **in and out** by the parent/guardian or other authorized person. That means no drop-offs in the morning. You must bring your child(ren) to the door to be signed in for the day.

**Photo ID is required for sign out. Once you have signed your child out, he/she is no longer the responsibility of KCSCEP staff. However, they will still need to follow school rules while on school property.** For CONNECT/LINK/WV DHHR families, you will also sign printed time sheets so that we may bill those agencies for your child-care.

### **Right to Refuse Child Release**

We will refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we will request that another adult listed as an authorized person come to pick up your child.

### **Late Pick Up Policy and Fee**

**ALL CHILDREN MUST BE PICKED UP BY 5:40 pm.** If you arrive past the 5:40 p.m. closing time, a late pick up fee of \$1.00 per minute, not to exceed \$75, is due at the time of pick up. The Site Director may waive this fee if the reason for late pick up is due to issues such as traffic accidents or medical/family emergencies that are beyond your control. Please call the Site Director if you are running late so that the staff will know that someone is on the way. Otherwise, if your child has not been picked up by closing time, we will begin calling people on the pick-up list. If your child is not picked up and we cannot reach you or anyone on your list, we will call the authorities. **Please note that on the fifth occurrence of late pick up (that has not been waived), you will be given a two-week dismissal notice for services.** Fees for late pick-ups will be enforced.

**Program Fees and Payments**

Third Base and Summer Camp are Private Pay programs, meaning the parent/guardian is responsible for payment. We do accept certificates for WV DHHR assistance administered through agencies such as CONNECT and LINK.

**All Private Pay tuition and state copays are due the first day of each week or the first day the child attends each week.**

We accept check, cash or money order. When paying with cash, please have exact change or expect any over-payment to be a credit balance on your account. You may pay in advance for weeks of care. All checks must be payable to KCSCEP (Kanawha County Schools Community Education Program) and the MEMO line must contain child's name and Program Site. Counter checks are not accepted.

You may enroll for automatic payments with Tuition Express. The enrollment form is included in the enrollment packet and is also available on our website or from your Site Director. Once you set up Tuition Express, it will remain active year to year unless you notify us that you no longer wish to use that method of payment. Please let us know if your account information changes so that we can update it. Point of Sale credit/debit payments are also accepted.

**Private Pay - Third Base**

**The Third Base weekly rates for 2024-2025 are:  
\$70 for one child  
\$100 for two children  
\$125 for three children  
\$10 family registration fee**

You only pay for the weeks your child(ren) attend. (See Attendance Expectations.) **The fee is based on the number of days KCS is in session, not the number of days your child is present in the program. It is a weekly fee; there are no daily rates.** In the event that Kanawha County Schools are closed more than one day in a week due to holidays, inclement weather or other reasons, the weekly fee will be prorated as follows. Third Base only: For a week with four days open, the rate will not be adjusted. For a week with 2 or 3 days open, the rates will be \$55 for one child, \$65 for two children, \$75 for three children. For a week with 1 day open, the rates will be \$35 for one child, \$40 for two children, \$45 for three children.

**Private Pay - Summer Camp**

**Summer Camp weekly rates for 2024 are:  
\$135 for one child  
\$235 for two children  
\$335 for three children  
\$30 family registration fee**

Summer camp fees are based on the number of days the program is open during a week, not the number of days your child is present in the program. Summer Camp rates will be adjusted in the case of closure or any week where camp is in session three (3) days or less. Summer Camp week with four days open, the rate will not be adjusted. For a week with 3 days open, the rates will be \$80 for 1 child, \$140 for 2 children, \$200 for 3 children. For a week with 2 days open, the rates will be \$60 for 1 child, \$80 for 2 children, \$100 for 3 children. For a week with 1 day open the rates will be \$35 for 1 child, \$50 for two children, \$65 for 3 children.

## WV DHHR/CONNECT/LINK

See Letter in Appendix, "For Our Families With CONNECT or LINK".

If you receive assistance through WV DHHR through CONNECT or LINK (or similar agency), we must have a copy of your certificate or a notice of coverage before your child starts, unless you opt to start as Private Pay until your coverage is confirmed. The certificate must list the specific KCSCEP site as the provider and cover the first day of attendance. If we receive a notice from CONNECT or LINK saying you have become ineligible, your child will not be able to attend past the date of eligibility, unless you pay the Private Pay rate or we receive a notice saying your coverage has been reinstated. You must sign time sheets and pay weekly co-pays to keep your account in good standing. Payment is due the first day of the week you attend and will be subject to the late payment fee if not paid when due. Any past due CONNECT or LINK co-pay fees will be reported to CONNECT or LINK.

If your child attends another program in the summer, such as one of our summer camps, you will need to change your certificate to that particular summer camp prior to attending. **When camp ends, you will need to contact CONNECT or LINK to have your certificate changed back to your Third Base.** Failure to make these changes in a timely manner could affect your coverage.

**Any days of service denied payment by CONNECT/LINK will result in your account being billed the private pay rate.**

### Late Payment Policy/Fees

Payments for both Private Pay and CONNECT/LINK are due on the first day of attendance each week. If payment is not made on that day, a late fee of \$5.00 will be assessed each day, even if your child is absent on subsequent days that week, until your account is paid in full. ALL tuition and fees must be paid in full by the last day of the week in order for your child to attend the following week. **If tuition, copays, or any fees are not paid by the last day of the week, your child may not return to the program until the account is paid in full.** The school office will be notified that your child may not attend the program and the child will not be permitted to attend. Once the account is paid in full, the school office will be notified that your child may return to the program. Fees for late payments will be enforced. Site Directors may not waive late payment fees.

### Returned Check/Tuition Express Fee

There is a \$25.00 fee for all checks or Tuition Express payments returned for any reason. All fees will be due, payable by cash, to bring the account current. A second returned item will result in no longer being able to pay by check or Tuition Express. *Your child may not attend the program until all fees due are paid in full.*

### Tuition Reimbursement

In order to make sure your account is in good standing, please let your Site Director know if you plan to withdraw your child from the program. If you have a credit balance of \$10 or more, it will be reimbursed to you at your request. If you have a balance due, including any late fees, please pay before withdrawing.

### Past Due Accounts

Every effort, up to and including magistrate court, will be made to collect unpaid tuition and fees or returned checks. Your child may not return to the program until any outstanding balance is paid. A letter will be given to your child's school secretary to make them aware the child is currently unable to attend. This letter does not indicate the reason(s) for non-attendance.

### Prepayment for Last Program Week

KCSCEP requires that parents prepay for the last program week of Third Base and Summer Camp each year. The fees for the last program week will be due by the Friday before in order for the child to attend during the last week.



## Daily Routines

### Example of Daily Third Base Routine

<b>2:00pm</b>	Children arrive at Third Base
<b>2:05pm</b>	Roll Call
<b>2:10pm</b>	Snack
<b>2:20-2:50pm</b>	Homework (K-2nd – 15 min., 3rd-5th – 30 min.)
<b>2:50-5:00pm</b>	Activity Time
<b>5:00-5:40pm</b>	Wind Down Time
<b>5:40pm</b>	Last pick-up Time

We want Third Base to be a fun and enriching place for your child. Most sites follow a similar routine, but it can vary depending on that site's needs. The day typically starts with a healthy snack, followed by homework and structured play. Every site's schedule is slightly different based on the time children are dismissed.

Homework time is provided Monday through Thursday for schools who assign it. For grades K-2, homework time is up to 15 minutes. All other grade levels are given up to 30 minutes. Students who do not finish homework in this allotted time may continue to work on their homework during activity time if they choose to do so. During the allotted homework time, staff will supervise and assist students with such things as reading directions, spelling practices, and staying on task. Staff cannot provide one-on-one homework help. Staff cannot sign off on homework or planner entries. Staff are not responsible to make sure students complete their homework. Parents must make that their child's responsibility.

Homework is voluntary, as some parents prefer their children do their homework at home. We encourage parents to discuss their homework expectations with their children. If a separate room is not available for homework, students not doing homework will be expected to do a quiet activity, such as read or work on coloring sheets, word searches or other activities provided by the Site Director, until the homework time is over. Please remind your children that it is important to have their homework in their backpacks when they come to Third Base, as most school principals have a rule that children may not return to their classroom after school to retrieve forgotten items.

### Example of Daily Summer Camp Schedule

7-7:45am	Doors open/Welcome/Games/iPads
7:45-8:00am	Clean up/Wash hands
8:00-8:20am	Breakfast
8:20-9:30am	Outside Play
9:30-12:00am	Games/Craft/Group Activities/Speakers/Clean up for lunch/Wash hands
12:00-12:30pm	Lunch
12:30-5:30pm	Group Activities/Speakers/Swimming/Crafts/Games/Technology
3:00-3:30pm	Snack
5:40pm	Clean up/Farewell/Pick up

KCSCEP Summer Camp activities are typically planned around weekly themes. (i.e. Animals, Fun in the Sun, America the Beautiful, etc.) Children participate in games, crafts, group activities, etc. around the theme of the week. They also have guest speakers and hands on explorations. Field trips may include swimming, bowling, trips to the library, etc. Breakfast, lunch and a nutritious afternoon snack are served. Field trips and meals are included in the weekly fees.

## Meals

Meals for KCSCEP programs are provided through the KCS Child Nutrition Program. We follow all federal guidelines associated with these food programs.

**Third Base** students receive a healthy snack each day. They must take the snack being served, but they do not have to eat the snack. You may send a snack for your child to eat during snack time, but they may not share it with others. Please do not send candy, sodas or similar treats.

**Summer Camp** students are served a healthy breakfast, lunch, and afternoon snack each day. If you choose to send a snack or a lunch from home, please make sure your child's lunch box or bag is clearly marked with their name. They should understand they cannot share food with other children. Please do not send candy, sodas or similar treats. Lunches or snacks sent from home will not be refrigerated, nor can we heat items for children. Menus with snacks and meals served are posted on the parent information board. If your child has food allergies or other dietary needs, you will need to provide a Special Dietary Needs Medical Statement completed and signed by your child's physician in order for the Child Nutrition Department staff to make substitutions.

## **GENERAL PROGRAM INFORMATION**

### Bulletin Boards/Communication

Located at each site is a bulletin board or display board that provides center news, upcoming events, fees, and other information required by WV DHHR. Site Directors will also post important notices on the door where students are picked up. Information and notices that apply to all programs may also be posted on the KCSCEP website, as well as on KCS social media. We may also ask schools to post notices on their Schoology pages about such topics as enrollment dates.

Brief discussions with the Site Director can be held at pick up (or in the summer at drop off as well). Since our main priority while working at the site is the supervision of your child and the other children, we ask that you request a time for a conference, other than when you pick up your child, for more involved issues. Conferences can also be scheduled with the KCSCEP Program Director and/or Coordinator as well as site staff during the morning hours at the main office located in Dunbar. We encourage you to communicate any concerns, questions or suggestions.

So that all parents/guardians feel equally welcome at the site, KCSCEP strives to remain neutral in all custody disputes. Legally, unless there is an active protective order, court order, or court ordered visitation schedule on file at the site that designates otherwise, the program cannot deny a parent or guardian access to his or her child. We require that all families resolve their differences or unsettled court orders through legal channels. KCSCEP's primary concern is the safety of all children and staff at the site. For that reason, the site cannot be used as a place for scheduled visitation, nor can we be responsible for supervising parent or guardian visits.

### Dress Code

Students are expected to follow the KCS dress code. Proper footwear and coats, if needed, are required for active outdoor play. **No flip flops, slip-ons or shoes without backs will be allowed during outside play.** Because we frequently play outside and do crafts that may involve paint and other messy materials, you may consider sending a change of clothes for your child.

Parents/guardians should be aware of the potential strangulation hazards of drawstrings on clothing. To prevent injuries from strangulation, children will not be permitted to wear any shirts, jackets, sweatshirts, jewelry, or articles that are tied around the neck or waist, including scarves and mittens or gloves secured with a string through the sleeves of a jacket while on the playground. Please check your child's clothing carefully and remove drawstrings.

During summer camp, we strongly encourage you to send a change of clothes daily. Durable clothing that can withstand the activity of young children — digging in dirt, special projects, experimenting with water, painting, among other activities — is best. We consider our playgrounds to be an extension of our program and we go outside whenever weather permits. Jackets or sweaters are good to have just in case temperatures are cooler than typical for the summer months. Again, **no flip flops, slip-ons or shoes without backs will be allowed during outside play.** We will take all precautionary methods to be certain that your child's belongings are well cared for; but please keep in mind, clothes that look a little less clean at the end of the day are a sign that your child was actively engaged during the day. Please do not send your child(ren) in clothes in which you mind that they get dirty.

### **What Not to Bring**

The Site Director has the discretion to decide if personal items, such as toys and games, may be brought to the program. **If these items are permitted, they are brought at your own risk and with the understanding that KCSCEP and Kanawha County Schools are not responsible for any lost, stolen or broken items.** Students may not use cell phones to make calls, text, or access the Internet during the program. Cell phones must be kept in the child's backpack or bag. **Personal electronic devices, such as tablets and iPads, are not permitted. School issued iPads may only be used during homework time.**

### **Technology**

The site may provide children access to devices that connect to the Internet (ex: computer lab, KCSCEP iPads, etc.) under the direct supervision of program staff. Every child who uses any sort of technology at the site must have on file a signed Acceptable Use Policy (see Appendix for copy) that states Kanawha County School's policy about the use of technology, supervision of technology and consequences for improper use of technology. This form is part of the enrollment packet. The parent/guardian can indicate the extent of their child's utilization of site iPads and technology labs. Students must utilize the apps already loaded on the devices and are not permitted to surf the internet. Children should not be using this technology for more than 75 minutes weekly. Movies may be shown on an occasional special day. All videos should be rated "G" and follow KCS policy with regard to media.

### **Photos/Video**

Occasionally, KCSCEP takes photographs and videos of children enrolled at its sites for business purposes. Individual photos may be taken to upload to our Procure attendance software for security reasons. We take care that any use, display, or dissemination of photographs or videos of children, whether at a particular site where the child attends or for its general business purposes, is accomplished in a thoughtful, safe, and secure manner appropriate under the particular circumstances. If you prefer your child not participate, please note this on the enrollment form.

### **Activity Waiver**

During the regular school year, there are times when your child may want to participate in a club or extracurricular activity at the school. An activity waiver is required for this purpose. This waiver will allow Third Base children to leave the Third Base area to participate in activities not sponsored by KCSCEP. Children must be signed in at Third Base and then signed out by the supervising adult allowing the children to go to the activity at the appropriate time; and then, will need to be signed in when the activity is completed and they return to Third Base. This policy must be followed to make sure a child can be tracked at all times. Once the child leaves Third Base, they are the responsibility of the adult supervising the activity. **Children must return to Third Base to be signed out by the parent/guardian, even if the activity has not concluded.** The waiver must be signed by both the supervising adult and the parent for permission to be granted. Children should be under the direct supervision of the adult supervising the activity at all times.

### **Field Trips (Summer Camp Only)**

During the summer, we take children on field trips to swim, bowl, go to the movies, etc. Students must attend the field trips or not attend the program that day as all staff will be on the field trips. Students will be transported on a Kanawha County Schools school bus. A permission slip for participation in these field trips must be signed by the parent/guardian. Students may not go on a field trip without a signed permission slip. If your child does not want to swim, we will provide games, books, etc. as activities for them at the pool. If you do not want your child to participate in these trips, you are welcome to pick them up early or not have them come to camp those days. We have found these are the most enjoyable activities for most of our children at camp, so we hope you will allow them to participate.

For field trips, please dress your child appropriately for the weather. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child. Safety and comfort is very important in all activities of our child care programs. Children will travel by school bus for all trips.

### **Confidentiality**

Unless we receive your written consent, information regarding your child will not be released, with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential. Only those persons directly related to the care of your child, program management, or regulatory agencies will have access to the record unless your written permission is given. As a parent/guardian, you may have access to your child's records within a reasonable time upon your request. Upon withdrawal of your child from the center, files will be retained for three years. As a parent/guardian, you have the right to add information, comments, data, or other relevant material to your child's record. You also have the right to request, in writing, deletion or amendment of any information contained in the record. Keep in mind this does not necessarily mean that request will be honored. Regulatory agencies may review your child's record in order to ensure the center has followed its requirements.

### **Babysitting Policy**

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by KCSCEP.

### **Behavior and Discipline**

KCSCEP follows the KCS discipline code of conduct. **We are not required to follow KCS IEPs or 504s, however we do make as many modifications or accommodations as possible to make sure all children succeed in our program.** Please see a copy of our Discipline Referral Form and Discipline Rubrics, which are based on the WV Board of Education Policy 4373 and the KCS Student Code of Conduct, in the appendix of this handbook.

**"Discipline is something you do for a child, not to a child."** The objective is to help the child make better choices and practice self-control. All staff may address behavior issues and use appropriate discipline methods. Only the Site Director, Program Coordinator or KCSCEP Director has the authority to suspend a child. Acceptable forms of consequences for behavior problems include time out, redirection, loss of a privilege, etc. Staff have been trained on many strategies to both prevent and/or respond to behavior issues. Extreme or reoccurring behavior issues will be reported to the Site Director. Site directors are responsible for communicating with parents.

All students are expected to listen to and respect staff. Failure to follow the rules or staff instruction, or other behavior issues, may result in the development of a behavior plan, a request for technical assistance from WV DHHR behavioral specialist and/or other technical assistance, or your child being suspended from the program (with no refund of fees).

If your child is suspended from the program because of behavior issue, a letter will be given to your child's school secretary to make them aware that the child is not permitted to attend and the dates affected. This letter does not indicate the reason. Continued behavioral problems may result in expulsion from the program. All possible interventions will be utilized before this measure, unless the safety of the child and/or other students/staff is involved. Through positive guidance of behavior and modeling, staff members help children feel good about themselves and to behave in responsible ways. We will make you aware of any poor behavior or problems early on so as to avoid these drastic measures.

Our policies are designed to promote respect for every child and family we serve. Each child's record is confidential. Consequently, we will not reveal the identity of a child who has engaged in an aggressive act against another, even at the request of the parent/guardian whose child has been the target of that aggressive action. This policy is consistent with standards for excellence in early childhood education, and it is one practiced consistently by other high-quality child care organizations. If, in our judgment, any child's behavior places the well-being of others at risk of injury, we will act quickly and decisively to resolve the situation (e.g., through closer supervision, redirection to more appropriate activities, removal from tense situations, firm and consistent limit-setting, and/or provision of alternative outlets for the expression of feelings). If the aggressive behavior continues after exhausting our resources, we may conclude it is in the best interest of the program to suspend a child's enrollment from our program until appropriate outside resources are identified and implemented to both support the child in our program and to reduce the opportunity for injury to others. Our commitment is to provide a quality group-learning environment for every child.

### **Bullying**

KCSCEP strictly prohibits any bullying, harassment, and/or intimidation. This includes any intentional gesture, or any intentional electronic, written, verbal or physical act, communication, transmission or threat that: 1) a reasonable person under the circumstances should know will have the effect of harming a child, damaging a child's property, placing a child in reasonable fear of harm to his or her person, and/or placing a child in reasonable fear of damage to his or her property; 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or emotionally abusive educational environment for a child; or 3) disrupts or interferes with the orderly operation of the school or program. The purpose of this policy is to ensure a safe school and child-care environment for all children and staff members by implementing a successful anti-bullying, harassment and intimidation program. This can reduce antisocial behaviors among persons and produce positive changes in the school and childcare environment; and assure that KCSCEP responds to incidents of bullying, harassment, and intimidation in a manner that effectively addresses the incident, deters similar future incidents, and affirms respect for individuals.

### **Health & Illness**

**Physicals** - For Summer Camp only, a current physical report (good within a year) is required under our WV DHHR licensing. A copy of your child's physical should be received before, but must be received no later than 1 week after, your child begins the summer camp program in order to continue attending. Your physician can complete the physical form in the summer enrollment packet, or provide a print out of the physical report from their records.

If your child becomes ill during Third Base or Summer Camp, the Site Director will call to advise the parent/guardian or other emergency pickups on the enrollment form. We will make the child comfortable until someone can come for pick up. Please make every effort to pick your child up promptly when ill. We understand that it is difficult for a family member to leave or miss work, but to protect other children we must follow this policy. Your child will be excluded from all activities until you arrive.

Please do not send your child if he/she is sick.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Positive COVID, until recommended quarantine time has been met.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- Recommended quarantine time has been accomplished.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions unless:  
The child's physician signs a note stating that the child's condition is not contagious, and;  
The involved areas can be covered by a bandage without seepage or drainage through the bandage.

If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

### **Injuries**

Should your child be injured during Third Base or summer camp, staff will provide first aid, such as bandages or ice, as needed and contact the parent/guardian. The Site Director will submit an injury report to the KCS Safety Department, the school nurse and the KCSCEP Director. If you take your child to see a doctor or other health professional due to an injury incurred at Third Base or summer camp, please let your Site Director know as soon as possible as these incidents must be reported to WV DHHR within 24 hours of occurrence.

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A KCSCEP employee will accompany and remain with the child until a family member or emergency contact arrives.

### **Allergies/Medical Conditions**

It is important that the parent/guardian list any allergies, medical conditions, or other health issues about the child on the enrollment form. If your child has an allergy that requires an epi pen, you will need to provide one for the Third Base and/or summer program as our staff will not have access to medications in the school office. Only trained staff would be able to administer the epi pen if the child is unable to self-administer. KCSCEP takes a proactive approach to create a safe environment for all children with allergies. KCSCEP staff and KCS child nutrition staff will carefully monitor all food ingredients to avoid reactions. Despite our diligent efforts, it is impossible to eliminate all risk for children with food allergies. Some allergies are so severe that the presence of the allergen in proximity of the child causes a reaction. Similarly, it is impossible to prevent children from sharing food, even after instructing them not to do so, or for an allergen to be brought into the center by a family member or child, despite our best efforts to educate families and raise awareness. **Ultimately, parents/guardians will need to decide whether group care is appropriate for their child with allergies in light of the risks that cannot be eliminated.**

If your child has special needs, please detail that on the enrollment form. Depending on the need, the KCSCEP Director may request a conference prior to enrollment to ensure that we understand your child's needs and that we are able to provide adequate care with the proper materials and resources. We are not required to follow KCS IEPs or 504s; however we do make as many modifications or accommodations as possible to make sure all children succeed in our program. We are not able to provide one-on-one care. We are staffed at 1 adult staff for every 16 children.

### **Medication Administration**

Third Base — KCSCEP staff do not administer over the counter or prescription medication during Third Base. Staff may be trained in the administration of emergency medications, such as epi pens, upon approval of the KCSCEP Director and the school nurse.

Summer Camp — Prescription medications may be administered during summer camp by trained staff upon review and medicine administration training by a school nurse. We follow KCS policies for dispensing prescription medications, which includes having a doctor's order and having medication in the original bottle or container it was dispensed in with clear and precise dosing directions.

### **Reporting Abuse and Neglect**

**Individuals working with children are mandated reporters and are required by law to make a report to the appropriate state authorities if they have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect.** All staff members receive training in identifying and reporting suspected abuse or neglect. The particular state child protective service agency involved will determine appropriate action and may conduct an investigation. It is the agency's role to determine if the report of abuse or neglect is substantiated and to work with the family to ensure the child's needs are met. KCSCEP will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect. Our foremost concern is always the protection of the child.

### **Safety/Emergency Planning**

All staff members are required to be certified in CPR and First Aid. Comprehensive health and safety checklists are completed as required and routine fire and emergency drills are conducted on a regular basis. In addition, each center has an individual emergency response plan in place which has been developed under that guidance of the KCS safety personnel. Each site is equipped with a Shelter-In-Place box with materials that would be needed for a shelter in place in the case of chemical or weather related emergencies. Also, each site has an evacuation plan for where to go should the children need to be moved from their site to a safer place due to an emergency such as a fire or gas leak. In addition to measures promoting indoor and outdoor safety on the center grounds, KCS provides its own security keypad system and camera systems, ensuring that access is available only to authorized personnel.

Site staff are responsible for daily safety inspections of their assigned areas and equipment. Defective equipment will be removed or repaired as soon as possible to prevent injury. Until items have been corrected, children will be directed not to use them. To prevent the spread of infections and viruses, equipment and toys used by children are disinfected regularly. Latex balloons are not allowed at our sites because broken balloon pieces can be ingested and cause an obstruction of a child's airway. This is possible whether a balloon is inflated or not, as children may bite the balloon or suck it in while attempting to inflate it.

### **Integrated Pest Management Program**

Kanawha County Schools maintains a contract for monthly inspections to be conducted by a licensed pest control company. Buildings are examined each month and nonchemical traps are placed as needed. In the event that a chemical/pesticide becomes necessary, it will be applied according to the manufacturer's instructions and scheduled for a time when the building is not occupied by adults and/or children. Parents will be notified 24-48 hours prior to the date of the scheduled application. Notice will contain information about the pesticide, including the target pest and/or purpose, approximate location, date of the application, and contact information at the center for questions. In the event that a pesticide application is scheduled, KCSCEP will notify parents by posting a notice on the front door and providing detailed information to go home 24-48 hours prior to the application date, if requested. Questions about our pest management program should be directed to the KCSCEP Program Director.

### **Tobacco or Vape Free/Alcohol Free/Drug Free Environment**

All KCSCEP sites are non-smoking facilities. Use of tobacco or vape products on all KCS properties, including buildings, grounds, parking lots and vehicles parked on school property, is prohibited. Smoking and vaping are not allowed during field trips or anytime in the presence of children while they are in the care of KCSCEP. For the health and safety of our children, we appreciate your cooperation.

### **Grievance Policy**

In any community, and in the routine and regular process of daily living, there are inevitable situations or conflicts that are potentially negative for individuals or for the community. It is critical that long before conflict arises, an environment already exists that fosters mutual respect, tolerance, and clear, honest communication. The emotional health of the program is determined not by the absence of conflict, but by its quick and intelligent resolution. KCSCEP is committed to responding to all family grievances in a timely fashion. Concerns and grievances are most effectively addressed by program staff. If a specific concern arises, please discuss the issue with the site director first. If issues cannot be resolved at the site, please contact KCSCEP program staff (coordinator or program director), who will work with you and the site director to resolve any issues. KCSCEP program staff can be reached at 304-766-0378.

**Enrollment may be revoked if false information is given on the enrollment form. KCSCEP staff is not responsible for any incidents that are the direct result of false information given at the time of enrollment.**



### **Contact Us**

Please make sure you have the school phone number for your child's Third Base site. Site Directors are not required to give out their personal cell phone numbers, though some may voluntarily share that with parents/guardians.

To contact the KCSCEP office:

KCSCEP

142 Marshall Ave.

Dunbar, WV 25064\*

304-766-0378

304-766-0389 fax

KCSCEP@mail.kana.k12.wv.us

Web site: kcscep.kana.k12.wv.us

(\*Our office is moving to a new location in June 2024. Visit our website for address updates.)

### **Notice Of Nondiscrimination**

Applicants for admission and employment, students, parents, employees, and sources of referral of applicants for admission and employment are hereby notified that the Kanawha County School District does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Kanawha County School District's compliance with the regulations implementing Title IX or Section 504 is directed to contact: Title IX: Title IX Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1379; Section 504: Section 504 Coordinator, Kanawha County Board of Education, 200 Elizabeth Street, Charleston, WV 25311-2119, phone 348-1366. These persons have been designated by the Kanawha County School District to coordinate the efforts to comply with the regulations implementing Title IX and Section 504.

### **APPENDIX**

KCSCEP Discipline Referral Form

KCSCEP Discipline Referral Rubric

Shelter in Place Procedures

For Our Families With CONNECT or LINK

**Expected Behaviors in Safe and Supportive Schools**

**Discipline Referral Form**

Name: \_\_\_\_\_

**KCS Community Education Program**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Staff Member: \_\_\_\_\_

WV Board of Education Policy 4373

Location: \_\_\_\_\_

Kanawha County Board of Education

Student Code of Conduct

Incident # 1 2 3 4

Level 1	Level 2	Level 3	Level 4 (Automatic Expulsion)
<input type="checkbox"/> Not following directions	<input type="checkbox"/> Hitting/Kicking/Aggressive behavior without injury	<input type="checkbox"/> Battery Against another Student w/injury	<input type="checkbox"/> Battery Against a Program Employee
<input type="checkbox"/> Deceit/Fibbing	<input type="checkbox"/> Habitual Violation of Program Rules/ Policies	<input type="checkbox"/> Defacing School Property/Vandalism	<input type="checkbox"/> Possession and/or Use of Dangerous Weapon
<input type="checkbox"/> Disruptive/disrespectful conduct	<input type="checkbox"/> Insubordination/Failure to obey authority	<input type="checkbox"/> False Fire Alarm	<input type="checkbox"/> Illegal Substance Related Behaviors
<input type="checkbox"/> Possession of inappropriate personal property	<input type="checkbox"/> Leaving Designated Area Without Permission	<input type="checkbox"/> Threat of Injury/Assault Against a Program Employee or Student	
<input type="checkbox"/> Inappropriate language	<input type="checkbox"/> Stealing	<input type="checkbox"/> Possession of Tobacco products	
<input type="checkbox"/> Exclusion/promoting groups that exclude	<input type="checkbox"/> Possession of knife not meeting Dangerous Weapon Definition (61-7-2)/imitation weapon	<input type="checkbox"/> Possession/ Use/Distribution/Sale of prescription/over the counter medications	
<input type="checkbox"/> Inappropriate display of affection	<input type="checkbox"/> Profane Language/Obscene Gesture/Indecent Act Toward Employee or Student	<input type="checkbox"/> Sexual Harassment/Bullying/Intimidation	
	<input type="checkbox"/> Technology Misuse		

**Comments:** (Every effort has been made by our staff to help your child correct this behavior, but we need your assistance and involvement, as well. Thank you.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Actions**

Student conference and/or reprimand

Time Out

Site Director notification to Parent/Guardian

Site Director/Parent-Guardian Conference

Confiscation of inappropriate items

Denial of participation in program activities

Program suspension # of days \_\_\_\_\_ May return on the following date: \_\_\_\_\_

Referral to KCSCEP office for discussion with Program Coordinator or Director

Program Expulsion

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Site Director Signature: \_\_\_\_\_

## KCSCEP Discipline Referral Rubric (Suggested Consequences)

Student Name: \_\_\_\_\_ KCSCEP Site: \_\_\_\_\_

<b>Level I and II Offenses</b> (Site Directors will handle these offenses generally. If the same offense occurs more often, the program coordinator or KCSCEP Director may be involved.)	<b>DISC. SLIP 1</b> Student Reprimand and/or Loss of privilege or activity/ Time Out or Depending on severity of behavior, 1 day suspension from program	<b>DISC. SLIP 2</b> Student/Parent-Guardian/ Site Director conference and/or 1-3 days suspension and/or loss of a privilege or activity	<b>DISC. SLIP 3</b> 3-5 days suspension from program and Site Director/Parent/Guardian conference and/or Referral to KCSCEP office with Program Coordinator or KCSCEP Director	<b>DISC. SLIP 4</b> 3-10 days suspension from program or Expulsion from Program (Conference with all parties involved.)
Hitting/Kicking/Aggressive behavior without injury				
Inappropriate display of affection				
Disruptive behavior/Disrespectful conduct				
Leaving designated area without permission				
Habitual violation of school rules/ Insubordination				
Deceit/Fibbing				
Inappropriate/Profane Language or gesture				
Possession of an imitation weapon/inappropriate personal property				
Insubordination/Failure to obey authority				
Exclusion/Promoting groups that exclude				
Misc.				

\*\*Students may lose special activities due to safety concerns at any time.

\*\*All discipline slips should be scanned and documented to Procare and a copy sent to the Program Coordinator and KCSCEP Director.

\*\*\*The WV Code of Conduct (Policy 4373) and the KCS Board of Education Policy (Student Behavior Series:125) supersede all other policies, particularly where severe offenses occur. (Weapons, drugs/alcohol/tobacco possession etc.) 6/2022

## KCSCEP Discipline Rubric - Levels 3-4

(Suggested Consequences)

Student Name: \_\_\_\_\_ KCSCEP Site: \_\_\_\_\_

BEHAVIOR - Levels 3/4	DISC. SUP. 1	DISC. SUP. 2	DISC. SUP. 3	DISC. SUP. 4
Severe Hitting (punching, kicking, fighting and behaviors that may cause injury to another student) (Level 3)	<ul style="list-style-type: none"> <li>Family Conference</li> <li>1-3 days suspension</li> </ul>	<ul style="list-style-type: none"> <li>Family Conference</li> <li>3 days suspension</li> <li>Refer to KCSCEP office</li> </ul>	<ul style="list-style-type: none"> <li>Family Conference</li> <li>5 days suspension</li> <li>Possible expulsion</li> <li>Refer to KCSCEP office</li> </ul>	<ul style="list-style-type: none"> <li>Family Conference</li> <li>5-10 days suspension</li> <li>Possible expulsion</li> <li>Refer to KCSCEP office</li> </ul>
Inherently dangerous, illegal and/or aggressive behaviors (Level 3)	<ul style="list-style-type: none"> <li>Family Conference</li> <li>1-3 days suspension</li> </ul>	<ul style="list-style-type: none"> <li>Family Conference</li> <li>3 days out-of-school suspension</li> <li>Refer to KCSCEP office</li> <li>Possible Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Family Conference</li> <li>5 days out-of-school suspension</li> <li>Possible expulsion</li> <li>Refer to KCSCEP office</li> </ul>	<ul style="list-style-type: none"> <li>Family Conference</li> <li>5-10 days suspension</li> <li>Possible expulsion</li> <li>Refer to KCSCEP office</li> </ul>
Habitual violation of school rules (disobeying school personnel, profane language, theft, inappropriate sexual activity, threatening another student, false fire alarm, defacing school property, possession/use/distribution of unprescribed/prescribed medication without doctor's order, etc.) (Level 3)	<ul style="list-style-type: none"> <li>Family Conference</li> <li>Number of days of suspension will depend upon previous number of days of suspension for Level I &amp; II violations of similar nature</li> </ul>	<ul style="list-style-type: none"> <li>Family Conference</li> <li>Suspension</li> <li>Refer to KCSCEP office</li> </ul>	<ul style="list-style-type: none"> <li>Suspension</li> <li>Possible Expulsion</li> <li>Refer to KCSCEP office</li> </ul>	<ul style="list-style-type: none"> <li>Suspension</li> <li>Possible Expulsion</li> <li>Refer to KCSCEP office</li> </ul>
Battery on school employee Possession of a weapon Possession and/or attempting to sell any illegal substance (Level 4)	<ul style="list-style-type: none"> <li>Expulsion from the program</li> </ul>			
Harassment (Severe) Bullying or Sexual Harassment forms filed to board office (Level 3)	<ul style="list-style-type: none"> <li>Substantiated repeated incident</li> <li>Family conference</li> <li>3 day suspension pending victims satisfaction</li> <li>Refer to counselor at school</li> </ul>	<ul style="list-style-type: none"> <li>Family Conference</li> <li>Refer to KCSCEP office</li> <li>5 days suspension</li> <li>Possible Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Family Conference</li> <li>7 days suspension</li> <li>Refer to KCSCEP office</li> <li>Possible Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>Family Conference</li> <li>10 days suspension</li> <li>Refer to KCSCEP office and/or expulsion</li> </ul>

\*\*\*\*Students may lose special activities due to safety issues.  
 \*\*\*\*Students may be referred to the school counselor at the site director or parent's request any time for guidance and positive behavior support.  
 \*\*\*\*The WV Code of Conduct (Policy 4373) and the KCS Board of Education Policy (Student Behavior Series 125) supersede all other policies, particularly where severe offenses occur. (weapons, drug/alcohol/tobacco possession, battery/assault, etc.) 6/2022

## Shelter in Place/Lockdown Procedures

### Shelter-in-Place

Safety is the number one priority when conducting emergency drills or live events. Staff and students should be advised in advance of a drill and safety stressed during sheltering, evacuations and barricading activities. Any staff member seeing an unsafe act needs to stop that activity and report it to the site director immediately. **Please ask your site director for procedures specific to your site.**

**What Shelter-in-Place (SIP) Means:** One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. You may also have to Shelter-in-Place for weather related reasons. Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there.

#### **Procedures:**

- Get everyone to the location indicated in the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors. Bring everyone into the room. Put the SIP sign(s) on the outside door(s). Shut and lock the door(s). **No one may leave or enter once you are sheltered in place. (During a drill or real SIP, parent/guardians can't pick up their children. They must wait till the all clear has been called.)**
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled. (Be sure to ask school officials where the shut-off is for your site in case you need to do this yourself.)
- Gather essential disaster supplies, such as bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, etc. (These are located in a Shelter in Place tub at each site.)
- It is ideal to have a hard-wired telephone in the room(s), but cell phones are acceptable. Have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room. If you are sheltering for a weather event, it is not necessary to do this.
- Make sure you have a roll call list with all students listed who are in attendance that day and call the KCSCEP Director or Coordinator to report who is in the room with you.
- Listen for an official announcement from school officials or law enforcement, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

### Lockdown

**What Lockdown Means:** A *lockdown* is an emergency protocol used to protect people inside a facility from a dangerous external event. The following are the KCS procedures recommended for a Lockdown event.

- Make sure you have your keys and access badge at all times.
- You may be notified by intercom, telephone, text message, or audible signs of gunfire to lockdown your site. If there is an imminent deadly threat to the school inside or outside, the message will state "LOCKDOWN! LOCKDOWN! There is an armed intruder in the ... (state

location, physical description, type of weapon, and direction of travel). If you hear gunfire or see someone with a weapon you do not have to wait for an intercom message to react! Start your emergency procedures right away.

- Site directors or staff will push the Lockdown Button to lock exterior doors.
- All personnel in the school will react immediately. Those rooms in close proximity to the threat will lockdown and barricade. Windows and doors will be covered to obstruct the view from outside the room. Those personnel in rooms on the other end of the building that have a safe route out will assess the situation and may make their own decision whether to evacuate or stay. If they do not leave they must barricade their door. Be prepared to exit through ground floor windows if necessary.
- If you have students outside, lead them directly to the evacuation rally point or a safe area and wait until the emergency is over.
- If the threat is outside the school, complete these actions as well:
  - Close curtains and blinds
  - Turn off lights
  - Stay away from windows and doors
  - Stay quiet
- If available, use heavy belts or extension cords to tie off the door handle and hold the cord away from the door.
- Use heavy desks, bookshelves, filing cabinets, tables, or chairs to pile in front of the door to slow down the intruder.
- All staff and students should prepare for the intruder in case he or she breaches the barricade. Use noise, distraction, diversion, movement, and distance to overwhelm the intruder.
- **As a last resort and only** if the situation warrants, throw anything you can at the intruder to distract them. Be prepared to immediately swarm him/her to disarm them. Each staff or student swarming the intruder should grab one limb and then use bodyweight to drag the intruder down to the floor. Continue to restrain the intruder until the police arrive.
- Separate the weapon from the intruder. Do not pick the weapon up! The police could mistake you for the intruder. Place a trashcan over the weapon and guard it until the police arrive.
- Obey all commands from the police. Keep hands in plain sight with palms facing away and fingers spread. Do not resist, make sudden moves, or attempt to grab them.
- If you evacuate the school, walk or run with your hands up, palms facing away, and fingers spread to avoid being mistaken for a threat to the police.
- Wait until you have reached a rally point or safe location to use your cell phone to call 911.
- If you are barricaded in a room and you have an injury, it is ok to call 911 to report your condition and location. Be prepared to render first-aid to any injured persons.
- Site directors will call 911 to report the situation when safe to do so.
- Site directors will notify the KCSCEP Director or Coordinator and they will inform the Superintendent's Office at 304-348-7732.
- **At no time will staff or students go looking for the intruder!** The police will respond and search the building.
- The lockdown is maintained until staff or local law enforcement declares an "ALL CLEAR" (intercom, text, Parent Link) or the police arrive to escort you out of the building.
- Children who were the target of the intruder or were frightened by the lock down are referred to the counselor, or appropriate community resource, for support.

#### **Precautionary Lockdown**

- If there is no immediate threat but the school has to be locked down, school staff or safety personnel will notify you of the situation. He or she will state that the school will conduct a "Precautionary Lockdown" as a preventative measure to safeguard the school.
- Situations where a "Precautionary Lockdown" would be needed are:
  - Police are chasing someone nearby and requested lockdown
  - Police are investigating a violent crime nearby and requested lockdown
  - Telephone or social media threats directed at the school (principal's discretion)
  - Medical emergencies
  - Disorder among the students/fighting
  - Any other situation requiring a restoration of order in the school (principal's discretion)
- Site staff or safety personnel will push the Lockdown Button to lock exterior doors.
- Staff will make sure that all of their students are in the appropriate area and the doors will be locked. No one will be allowed in the hallways but administrators, custodians, and first responders.
- No one will be permitted in or out of the building until the situation returns to normal.
- Close curtains and blinds.
- Cover exposed windows and doors.
- Staff will standby for further orders. Be prepared to barricade or evacuate if the situation changes
- Call the KCSECP Director or Coordinator on their cells.
- They will call the Superintendent's office at 304-348-7732.
- They will call the Security Director at 304-415-8716.
- Classes will continue as scheduled.

**Special Instructions:**

- Follow your Crisis Prevention and Response Plan for Family Reunification Procedures.
- All staff and students must know the primary and alternate evacuation rally points.
- Always be flexible, the situation can change at any moment.
- Call School Security at 304-415-8716 (24 hours) for questions regarding this procedure.

## For our Families with CONNECT or LINK

KCSCEP is happy to serve you by accepting your valid CONNECT or LINK (or similar agency) certificate for child care services through our programs. In order to ensure that your child care costs are properly covered by CONNECT or LINK, please review the policies below, as they will be strictly enforced. If you have any questions, please speak with the site director.

**Certificate or Private Pay.** You must have a CONNECT or LINK certificate listing the Third Base or Summer Camp site as the provider on the first day your child attends. Make sure that the start date on the certificate covers your first day of attendance, and be sure to sign your certificate. If you do not have a certificate on the first day, you will be billed the private pay rate plus any applicable late fees if it is not paid that day. All fees must be paid by the end of the week in order for your child to return to the program. If you bring in a valid certificate after your start date, any days covered by the certificate may then be credited to your account. ***Make sure you have your certificate on the first day!***

**Pay on Monday.** Each Monday (or the first day of the week your child attends), you will be presented with a bill for the prior week for any co-pay amount due, as designated on your certificate. This amount is due in full that day. If you do not pay it that day, you will be charged a **\$5 per day late fee.** Any fees not paid by the end of the week will mean: 1) that child cannot return to the program until the fees are paid and 2) that we report to CONNECT or LINK that co-pay fees are unpaid. Also, **please note** that the site director will most likely not be able to make change for you. Any amount you pay above the amount due will be credited to your account for the next billing. You are welcome to pay as much as you like in advance and carry it as a credit balance toward upcoming billings. ***Make sure you bring payment on Monday!***

**Time Sheet Signatures.** Each day (or weekly) and you will sign a time sheet for your child using a clear, legible signature on a sign out form. At the end of the month you will sign a time sheet for that month's attendance. You must sign your time sheet in order for us to bill CONNECT or LINK. If you do not sign it, we cannot bill them, which means we will bill you the private pay rate for that week. ***Make sure you sign your time sheets!***

**Certificate Days/Hours.** Your CONNECT or LINK certificate specifies how many hours per day and how many days per week (including sometimes specific days only) that you may use our services. If you send your child during a time outside of these specified days and times, you will be required to pay the weekly private pay fee. **Also, we will receive notices if CONNECT or LINK determine you have become ineligible, so make sure you know the status of your certificate.** You will be responsible for the weekly fee if CONNECT/LINK declines payment. ***Make sure you know what days and times your certificate covers.***