

# Dell Rapids Haven 2019



## Summer Program

# **DELL RAPIDS COMMUNITY HAVEN**

## **BEFORE SCHOOL, AFTER SCHOOL, AND SUMMER PROGRAMS**

### **INTRODUCTION**

Welcome to the Dell Rapids Community Haven Before School, After School, and Summer Programs! These programs are organized to provide supervision for students in kindergarten through seventh grade (ages 5-12yrs). Haven operates under the Haven Board of Advisors and the Dell Rapids Public School District with additional support provided by the City of Dell Rapids.

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 Games, Community Service Projects, Field Trips, Gaming Stations, Indoor Games, Music, Nutrition, Outdoor Games, Special Events, Sports, and Visitors).

The Before School Program is in operation each public school day starting at 6:45am; the After School Program runs until 6:00 pm; and the Summer Program operates Monday-Friday from 6:45 am-6:00 pm. The Summer Program also includes weekly Field Trips and the daily Summer Recreation Program.

### **MISSION STATEMENT**

The 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 child care 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**

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

### **TUITION ASSISTANCE**

\*The Department of Social Services offers tuition assistance to those families who qualify. As a licensed child-care provider, Haven participants may be eligible for this program. 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/>

\*Reduced tuition rates may be available for those who qualify for free or reduced lunch through the schools. In order to receive reduced fees, a parent/guardian must first apply for State Child Care Assistance through the Dept. of Social Services. If you do not qualify for State Child Care Assistance, you must show proof of non-qualification, AND provide proof of free/reduced school lunch status.

\*Additional tuition assistance may also be available through an application process.

\*Please see the Haven Program Director for detailed information.

### **LOCATION**

The Before School program is located in the Public Elementary School Lunchroom at 309 W 15<sup>th</sup> St. The After School & Summer programs are located at River Community Church at 613 State Ave.

## **CONTACT US**

The Dell Rapids Community Haven can be contacted by the following:

Phone Number: 366-8612

Mailing Address: Dell Rapids Community Haven, Dell Rapids Schools  
1216 North Garfield Avenue, Dell Rapids, SD 57022

E-mail Address: [drcommunityhaven@gmail.com](mailto:drcommunityhaven@gmail.com)

Facebook Page: <https://www.facebook.com/drcommunityhaven/>

## **WHAT DOES IT TAKE TO PARTICIPATE?**

The following forms must be returned to Haven to enroll each student: Enrollment Form, Parent Contract, Behavior Guidelines, Waiver of Liability, and agreement of the Policies and Procedures.

Payment of a \$20 one-time non-refundable registration fee per child

- Payable upon the **first time** of enrollment in Haven programming

Payment of the summer activity fee. This amount is payable at time of registration and is non-refundable.

- \$75 summer activity fee per child for full and part time enrollees
- \$25 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

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

Summer activity fee covers field trip fees, project material costs and a t-shirt for each child enrolled

There is a \$10 late fee for any child enrolled after April 30<sup>th</sup>

## **WHAT IS A YOUTH MENTOR?**

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 6<sup>th</sup> or 7<sup>th</sup> grade to be a Youth Mentor.

## **LUNCH**

\*Students must bring a sack lunch from home each day. Sack lunches will NEED ICE! Refrigeration is not available.

\*Microwaves will be available for students to use except on field trip days.

**\*Please avoid nuts for the safety of all children in our care.**

## **WANT TO GO ON FIELD TRIPS?**

\*Join us for field trips from 9:00am to 4:00pm. Transportation is sponsored by the City of Dell Rapids.

\*The cost of each field trip is covered by the summer activity fee. The Weekly Themes & Field Trips handout will be available at a later date and will contain all information pertaining to our field trips.

\*Each child registered will receive a Summer Haven T-Shirt, which we would like them to wear on field trips. Please indicate t-shirt size needed on the contract.

\*Students must provide a "cold" sack lunch packed with ice. **Please avoid nuts for the safety of all children in our care.**

\*Participants need to be at Haven by 8:45am so that we may leave for our destination on time.

# DELL RAPIDS COMMUNITY HAVEN ENROLLMENT FORM

CHILD'S NAME	GRADE (going into)	SCHOOL	AGE	DATE OF BIRTH	GENDER
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Allergies and other medical conditions (i.e. asthma, epilepsy, physical limitations, etc.):

\_\_\_\_\_

Additional information (special needs or instruction, fears, religious or cultural observances, etc.):

\_\_\_\_\_

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Parent/Guardian Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relationship to Child(ren): \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Place of Work and City: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Schedule: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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Parent/Guardian Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Relationship to Child(ren): \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Place of Work and City: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Schedule: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

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Please list the **name**, **age** and **relationship** of other members in the household (including adults and children):

\_\_\_\_\_

\_\_\_\_\_

EMERGENCY CONTACTS: In case of emergency or illness, parents/guardians will be contacted immediately. Please provide at least **2 OTHER contacts that would be available during programming hours**. These persons will also be authorized to pick up your child(ren) at any time (you do not need to list them again as authorization pick-up).

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

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AUTHORIZATION OF PICK UP: Please list any additional persons authorized to pick up your child(ren). Those previously listed as "parent/guardian" or "emergency contact" do not need to be listed again. **Haven staff must be notified if someone other than the parent/guardian will be picking up your child.**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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PUBLICITY PERMISSION: Please check the appropriate item. \_\_\_\_\_ I DO \_\_\_\_\_ I DO NOT give permission for my child(ren) to appear in any media coverage (newspaper, television, Haven web page etc.) approved by the Dell Rapids Community Haven.

SHARING OF INFORMATION: Haven 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. All information will be kept confidential among these parties.

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Please list any other information about your child(ren) that will be helpful to us:

\_\_\_\_\_  
\_\_\_\_\_

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I/We attest that the information listed on this application is as accurate and complete as possible. If any of the information on this form should change at any time, I will notify Haven Staff immediately.

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

# 2019 SUMMER HAVEN PARENT CONTRACT

Child(ren)'s Name: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_

Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Drop In: \_\_\_\_\_

Normal Hours in Care: \_\_\_\_\_ to \_\_\_\_\_

Normal Days in Care: M T W TH F

**The 2019 summer program is tentatively scheduled to run Tuesday, May 28-Wednesday, August 21.**

**BEGINNING DATE:** \_\_\_\_\_ **THROUGH:** \_\_\_\_\_

**Please indicate T-shirt size(s):** Child S\_\_\_ M\_\_\_ L\_\_\_ Adult S\_\_\_ M\_\_\_ L\_\_\_ XL\_\_\_

## 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 fee for any child enrolled after April 30<sup>th</sup>.

\$75 summer activity fee per child for full and part time enrollees

\$25 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

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

Full Time (4+ days per week)	\$100	\$15/day (reduced)	\$9/day (free)
Part Time (3 or less days per week)	\$65		
Drop In	\$25		
Mentor - Full Time (4+ days per week)	\$55		
Mentor - Part Time (3 or less days per week)	\$30		

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

\*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 Wednesday at 6pm of the week before

\*PLEASE MAKE CHECKS PAYABLE TO THE **DELL RAPIDS PUBLIC SCHOOL**

\*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 Fees and Payment Policies for additional information

The Parent Contract must be filled out for each child who will be attending Haven. **Any changes to your child's schedule (differing from this contract) need to be communicated to Haven staff.**

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.

I/We understand and agree to the conditions of this contract agreement. Any changes in this agreement must be approved and agreed upon by both parties (parent/guardian and Haven staff).

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

\_\_\_\_\_  
Date

## **PAYMENT AND ATTENDANCE POLICIES**

- Tuition fees are assessed on a weekly basis.
- Tuition fees are paid weekly in advance - due on Wednesday 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 parent mailboxes.
- 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 five 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 after Wednesdays at 6:00pm will incur a \$5.00 late charge.
- **Please contact Haven by 8:00am** if your child will not be attending for the regularly scheduled day or will arrive late on a regularly scheduled day.
- When staff is required to search for your child(ren), a \$3.00 Finder's Fee will be assessed. This fee will need to be added to your next payment.
- Please make checks payable to the **DELL RAPIDS SCHOOL DISTRICT**. Payments to be delivered directly to Haven staff or put into the payment box located near the check-in computer.
- Credit will not be given for sessions missed unless you choose to use a vacation session.
- Children are not allowed at Haven before program begins and must be picked up by closing time. A fee of \$1.00 per minute will be assessed for each child present beyond these times. This fee will need to be added to your next payment.
- Parents must check their child in and out of Haven daily. This is to be done by a parent/guardian or authorized person through an electronic computer system. People who will be regularly checking children in/out of Haven will be issued a check-in number.
- 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.
- 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 home, work, or by cell phone
  - Call the emergency contact(s) named by you on the child's enrollment form
  - Call the authorities
- Haven will accept drop-ins if space is available. Please notify Haven staff as soon as possible to make these arrangements.
- If you have an outstanding balance, you may be required to make payment before your child may return to Haven.
- Fees and charges may be discussed with the Director and may be waived upon considerable circumstances.
- Any additional questions related to a child's tuition should be addressed to the Director.
- If you wish to withdraw your child(ren) from Haven, a two-week written notice must be given to the Director. You will be required to pay your regular contracted fee for these two weeks whether your child attends or not.

## **VACATION SESSIONS**

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

## **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 (late, finder's, drop in, field trip, etc.) will be the responsibility of the parent/guardian, not the Department of Social Services Child Care Division.
- Reduced tuition rates are available for those who qualify for free or reduced lunch through the schools.
  - In order to receive reduced fees, parent/guardian must apply for State Child Care Assistance through the Dept. 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 Dept. 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 and the Haven Board of Advisors for a decision. All information is kept confidential among these individuals.



# DELL RAPIDS COMMUNITY HAVEN BEHAVIOR GUIDELINES

**PARENTS:** Please read the following guidelines with your child, sign, and return the Acknowledgment of Behavior Guidelines Form. Each child attending Haven must sign this form.

## 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. Only one person may be out of the room at a time.

### 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.

**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 of 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 performance and behavior. 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 a time)
  3. Students must keep arms & hands inside the bus at all times 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.**

### PLAYGROUND SAFETY RULES & GUIDELINES

- Students will walk to and from the playground.
- 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.
- Weather dependent, and at the discretion of Haven staff, students will not be allowed outside without proper attire.
- 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 of time at staffs’ discretion

### 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.
- Please refer to the “Playground Safety Rules & Guidelines”, “Discipline”, and “Behavior Guidelines” sections of the Policies & Procedures Handbook for detailed policy information.

### CONSEQUENCES

- Parent/guardian will be notified of significant discipline, infractions of program rules, and disrupting behavior. problems. If the behavior continues to be a problem, the parent/guardian will be notified of a suspension. If all consequences have been exhausted and problems still persist, the student may not be allowed to continue attending the program.

### **ACKNOWLEDGMENT OF BEHAVIOR GUIDELINES FORM**

My child(ren) and I have read and understand the guidelines and consequences put forth in the Behavior Guidelines.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# DELL RAPIDS COMMUNITY HAVEN WAIVER OF LIABILITY 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.

- **FIELD TRIPS:** Haven programming activities include field trips and enrolled children will be invited to attend. Some places we will visit will be within walking distance of the Haven site. In other instances, we will need to use a school bus or vehicle. Advance notice of field trips including dates, departure and return times, appropriate transportation, and fees will be provided. Please check the Parent Board for this information. I consent that my child(ren) has permission to attend field trips with Haven Staff and ride in a school bus or vehicle as needed. My signature will be kept on file for all Haven programming field trips. If I wish to withdraw this permission, it is my responsibility to contact the Haven Director. In most instances, ALL children attending Haven on a scheduled field trip day will be expected to participate in the outing. There WILL NOT be Haven staff available on site for those not participating in the field trip. If you do not wish for your child to attend a certain field trip, it is expected that you find alternative arrangements for care for that particular day.
- **RELEASE & WAIVER OF LIABILITY:** I am a parent or legal guardian of the child(ren) listed below and I expressly release and discharge the Dell Rapids Community Haven, the Dell Rapids School District, its officers, employees, volunteers, and members thereof, from any and all actions, causes of action, liability, claims and demands by reason of any property damage, bodily injury, personal injury, illness, disease, first aid treatment, or suffering which I, my family, or said child may hereafter sustain in any programming activities conducted by the Dell Rapids Community Haven. I further agree that if emergency medical care is deemed necessary, an officer or employee of said Dell Rapids Community Haven is authorized to act on my behalf in granting permission for said child to receive emergency medical treatment. I will also assume full responsibility for payment of and from this treatment.

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Name of child(ren) enrolled in the Dell Rapids Community Haven

By signing below, I attest to all statements on this page.

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Signature of Parent/Guardian

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Date