

**BIGFORK ACES**

**PARENT HANDBOOK**

**2020**

**100 YEARS FROM NOW**

*100 years from now it won't matter what kind of car we drove,  
What kind of house we lived in,  
How much money was in our bank account,  
Nor what our clothes looked like.  
But the world might be a better place because we were important  
in the life of a child.*

**ACES building Phone Number**

406-837-KIDS (5437)

**Office Number**

406-837-3414

**PROGRAM STAFF**

**Executive Director**

Cathy Hay

**Staff**

Dani Potts - Elementary coordinator

Lanny Miller - Middle School Coordinator

Christina DuFour - Food/Office Manager

Madigan Kinslow

**BOARD OF DIRECTORS**

Cambria Ulrich– President

Whitney Spencer - Treasurer

Sarah Hartig - Secretary

Beth Woods

# PARENT HANDBOOK

Useful Information for a successful school year!

## **DATES**

ACES is open every day that school is in session. Hours vary according to the school day, early outs, teacher conferences and other school activities.

We will not be open if school is cancelled for any reason, including snow days, orders by the governor, threats against the school or power outages.

## **AFTER SCHOOL HOURS**

3:00pm to 6:00pm – Late pick-ups will be charged at \$1.00 per minute.

## **OFFICE HOURS AND CONTACT INFORMATION**

On site office hours are from 1:00pm – 3:00pm.

On site phone number 406-837-KIDS (5437)

## **LOCATION**

Our new location is 647 Commerce Street – Bigfork. Across from the Bigfork Elementary School.

The mailing address is at the UPS store:

439 Grand Drive

Bigfork, MT 59911

## **HOW WILL YOUR CHILD GET TO ACES AFTER SCHOOL**

ACES staff will pick children up at the Bigfork Elementary School and arrive no later than ten minutes before the end of day bell. Meeting place will be in the hall in front of the counselor's offices. Once your child has checked into ACES they become our responsibility and we will not let them leave for any reason unless a school official or our staff receives a call for us to do so.

Children will be put into groups of 10 and will enter our building in their groups. They will not mingle during their ACES time.

## **PICK UP**

Only adults and family listed on the pickup list will be allowed to check out students. Please give us 24 ours notice if you want someone not listed to pick up your child. In case of an emergency, please call our ACES phone at 406-837-5437. We will deliver important messages to our Little Jon's location.

Students will not have access to make calls during ACES unless it is an emergency.

## **SPORTS AND EXTRA CURRICULAR ACTIVITIES**

We love to help support the students with sports and activities. We must be notified in writing if students are to walk to any practices. You must arrange transportation to and from the program to wherever your child's activity is being held. Children are allowed to walk to their activities if there is a note on file.

## **WALKING PERMISSION SLIP**

Children can walk home with a signed permission slip. The slip is an authorization to leave at a specific time without an authorized adult.

## **ACES AFTER SCHOOL PROGRAM BEHAVIOR POLICY**

Please review with your children:

- Respect self and others. No Fighting or bullying.
- Use positive language. Foul language or other inappropriate language will not be tolerated.
- Students must remain with staff members until parent or authorized pick-up person signs the student out.
- Students will not be allowed to wait for parents outside or unattended. Parents must sign their children in and out daily.
- Students should take pride in themselves and their environment. Students are required to clean up after themselves before they leave ACES. Students may be charged for damage to building and/or property.
- Students must comply with all directives passed down in response to COVID-19.
- Personal phone calls are not allowed by the students at ACES. Phones may be confiscated from students if they are used inappropriately.
- All students and parents will be required to sign a phone and computer use policy.

## **MEALS**

**PLEASE NOTE - WE NO LONGER QUALIFY FOR MEAL SUBSIDIES. Please fill out free and reduced paperwork at the school. This determines our funding for several grants and the food program. Currently we will be only serving snack directly after school.**

ACES offers free snack and dinner. All meals are served according to the Child and Adult Food Program requirements which are set by the USDA. A menu will be posted one week ahead and can be subject to change.

***Students who are part of the backpack program will not be allowed to eat their food during ACES.***

## **MEDICATION**

If it is necessary for your child to receive medication while attending ACES, a medication release form must be completed and submitted to either Cathy Hay or Christina DuFour. A meeting must be scheduled to ensure that staff has the proper information to administer the medication.

## **INSURANCE**

ACES does not provide insurance coverage for participants. ACES does hold general liability and auto insurance. Parents should check their individual insurance policy for coverage.

## **CELL PHONES AND OTHER ELECTRONICS**

Cell phones and personal electronics will not be allowed during ACES time and must be approved for use after 5:00pm. If students use their phones without permission, they will be confiscated and returned to the parent at the end of the day. Phones will be allowed for use with homework.

## **LOST AND FOUND**

ACES cannot be responsible for items left at the end of each week and will donate lost and found to charity every three months. ***Please label belongings and we will return lost items to their owner.***

## **PERSONAL BELONGINGS**

Personal items should be left at home as they can get lost, stolen, or broken. Any items brought to ACES must be approved. We are not responsible for any lost items brought to play with at ACES.

## **DISCIPLINE**

In the event participants do not adhere to the established rules and guidelines, the following disciplinary procedures will be followed. ACES reserve the right to bypass one or all steps listed below based on the severity of the interaction.

### **THE FOLLOWING BEHAVIOR WILL NOT BE TOLERATED AT ACES**

Foul Language of any kind.

Fighting, bullying, intimidation, disrespect and lack of cooperation.

Willful destruction of ACES property or harm to another person.

**1<sup>st</sup> Warning** – Removal of activity / time out. Behavior will be recorded.

**2<sup>nd</sup> Warning** – Students will be restricted from activities and privileges. Parents will be notified, and a plan will be discussed to help the camper be successful.

**3<sup>rd</sup> Warning** – Parents will be asked to make other arrangements for their student's after school care. This action will be a result of severe disregard of the rules including, but not limited to physical, aggressive behavior to others, damaging property, repeated inappropriate language, theft, and disregard to safety for their self or others.

## **PARENT/GUARDIAN CODE OF CONDUCT**

Any parent/guardian who displays any of the following behaviors, including physical abuse, shaking, grabbing, hitting, pushing, threats, verbal abuse, inappropriate language, influence of alcohol, illegal drugs, harassment, threats and libelous and/or slanderous statements will be asked to leave the premises and may no longer be allowed on site. Children of offensive parents may be denied admission to avoid conflict.

If the staff suspects a person of substance abuse or view any act of child abuse or its effects, the police will be notified.

The staff's first responsibility is the safety of the children and the protection of ACES day to day operations.

## **REPORTING COMMUNICABLE DISEASES**

Participants diagnosed with a communicable disease, infection, rash, or head lice must present a doctor's release before returning to the program. For the safety and well-being of participants and staff, parents/participants must notify the ACES office at (406)837-5437 of the situation at the time of diagnosis. ACES participants will be notified (subject's name will not be disclosed) of the situation so that appropriate precautions may be taken. Listed below are several common situations and procedures to follow before returning to ACES.

### *Head Lice*

The participants must be NIT FREE in order to return to the program. Before being admitted back to the program, the participant will be checked by a trained staff member.

### *Conjunctivitis (Pink Eye)*

Participants with bacterial conjunctivitis may not return to the program until the active infection passes or until 24 hours other treatment begins. Viral conjunctivitis requires a doctor's release stating the participant does not have bacterial conjunctivitis.

### *Streptococcal Sore Throat*

Participants may return to the program 24 hours after treatment begins, providing there has been no fever for 24 hours and antibiotics will continue for 10 days.

### *Fever*

Participants must be fever free for 24 hours before returning to camp.

### *Chicken Pox*

Participants with chicken pox may return to the program when all blisters have dried and formed scabs, approximately 7 days after the onset of the rash.

### COVID-19

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported – from mild symptoms to severe illness.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

For more information on how COVID-19 spreads and the difference between COVID-19 and flu, please visit the following website:

<https://www.cdc.gov/flu/symptoms/flu-vs-covid19.htm#table>

### **ACES POLICY REGARDING COVID-19 AND PROCEDURES THAT WILL BE TAKEN TO STOP THE SPREAD.**

Guidelines have been set in accordance to Governor Steve Bullock's orders and guidance set by Flathead County Health Department.

### **PHASE TWO**

We have been encouraged to reopen and remain open as long as we can operate safely. Below summarizes current recommendations to operate in the manner that will help prevent the spread of novel coronavirus at our site.

## **THE FOLLOWING PRINCIPLES GUIDE THESE DECISIONS:**

- If the school experiences widespread COVID-19 infections, we will close to all families with non-essential occupations.
- Whenever possible, children will be kept in cohorts, keeping the same children together and avoiding groups/cohorts, contacting one another.
- Whenever possible, we will keep the number of providers and children in each group at 10 or less. We will strive to maintain stable groups of 10 when

When possible and have strong policy and practice to support social distancing between these groups of 10.

- Visitors, including volunteers and parent/caregivers will be restricted
- Outdoor play will be in staggering shifts or allotted different areas on the playground and groups will not mix and have at least 6 feet of open space between outdoor play areas.
- Hands will be sanitized or washed before and after use of the bathrooms and outdoor play structures.
- Anyone presenting COVID-19 symptoms such as a persistent cough or fever will be sent home.
- Anyone sick will be kept separate from other students and staff who are well, until the sick person can be sent home.
- Personnel and children will be required to wear masks which may slow the spread of COVID-19. This includes pick up/drop off times, food prep and when outside and social distancing is not possible.
- As children enter the ACES setting they will have their temperature checked by a staff member who is wearing a mask and gloves.
- The ACES facility will be cleaned and disinfected on a daily basis with high touch areas disinfected more frequently.
- All children and staff will wash hands or use sanitizer upon entering the building.
- Parents will be asked to not enter the building to pick up children.

*The Flathead County Health Department has determined that all children, staff, parents and volunteers wear a mask while indoors. Please provide a mask for your children to wear at ACES. If your child does not bring a mask from school, we will provide one.*

**PARENTS ARE ASKED TO NOT ENTER THE BUILDING, HOWEVER IF THERE IS A NEED, PLEASE WEAR A MASK.**

### **WHEN ARE WE OPEN?**

We follow the school calendar and are open when school is in session. This year we will not offer care during school days off.

### **CANCELLATION**

Full refunds are given with at least one weeks notice. Please put all refund requests in writing and addressed to our board of directors. They are reviewed at our monthly meetings. You may email us at [bigforkaces@gmail.com](mailto:bigforkaces@gmail.com).

### **COMMUNICATION**

Please feel free to contact ACES during business hours with any concerns, suggestions, or comments regarding the program. Parent and child input are always welcome. You may contact Cathy Hay, program director at our new location - 647 Commerce Street by calling 406-837-5437. Please leave a message or feel free to email Cathy Hay at [bigforkaces@gmail.com](mailto:bigforkaces@gmail.com) or office manager Christina DuFour at [bigforksummercamp@gmail.com](mailto:bigforksummercamp@gmail.com) with any questions, comments or concerns.

## FEES

### **SINGLE CHILD**

Yearly Rate - \$725      Monthly Rate - \$85      Daily Rate - \$7

### **FREE AND REDUCED LUNCH SINGLE CHILD RATE**

Yearly Rate - \$75      Monthly Rate - \$10      Daily Rate - \$1.00

### **FAMILY RATE**

Yearly Rate - \$1000      Monthly - \$125.00      Daily Rate - \$11

### **FREE AND REDUCED**

Yearly Rate - \$150      Monthly - \$20      Daily - \$2

You now have the option of paying online with a credit or debit card. Please visit

[www.acesafterschool.com](http://www.acesafterschool.com)

## ACES ACTIVITIES

As we get used to our new routine amongst COVID-19 we will adapt our activities accordingly. Below are the activities that we plan to do with the kids.

**LEGO AREA** - We have 1000s of Legos. Kids love them and will have the opportunity to build whatever they like!

**HOMEWORK** - We will have a designated, quiet place for children to do their homework for those in grades 5-8. Those in grades K-4 will have 20 minutes a day to complete their required reading and any other worksheets, packets or homework they might have. We have never had the right space to encourage homework and now we do!

We are committed this year to helping the kids academically. With our new improved and larger space, we will be able to offer the kids a chance to keep up on their subjects they may struggle with. Our homework email address is [acespowerup@gmail.com](mailto:acespowerup@gmail.com). We will provide this email to the Elementary school teachers so they can communicate with us about the students needs.

**READING** - All children will spend at least 15-20 minutes doing their required reading for the day. We have 100s of books for the kids and are realizing that they really like to read!

**STEM** - Science, Technology, Engineering and Math. Basically, rockets, robots, slime, cooking, chemistry, computers, filming, 3D printers and so much more is related to STEM. We have so much creating and exploring to do through our STEM program.

**OUTDOOR RECREATION** - Lots of time outside! We are across the street from the school - how good is that?

**AGE 4-6 YEAR-OLD FREE PLAY AREA** - This will be full of age appropriate activities that will keep them busy and relax after their day at school.

**GYMNASTICS** - We just happen to have three experienced gymnastics coaches and some equipment! Plan on some winter tumbling and gymnastics fun.



## **Bigfork ACES afterschool 2020-2021 Waiver Forms**

***Please keep a copy of this waiver for your own record and sign and complete the form prior to the start of the first week. All children participating in ACES summer camps (participant) must have a signed Waiver on file at ACES to participate in 2020 Camps.***

Release and Hold Harmless Agreement: The undersigned Parent(s) legal guardian (Parent) acknowledges that my child, the participant, and Parent fully understand that the participant's participation in Bigfork ACES camps may involve risk of serious injury or death, including losses which may result not only from the participant's own action, inactions, or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted, and/or the rules of play and/or engagement of the types of event (s) or activities in which the participant is enrolled or may participate. Knowing and understanding that there may be risks involved with participation in the activities, parent voluntarily and willingly assumes responsibility for all risks and dangers associated with the participants participation in the activities. Furthermore, parent releases and/or waives all claims or causes of actions against Bigfork ACES Inc. and its officers, directors, agents, and employees, arising out of the participant's participation in the activity (ies).

Parent agrees to use any of Parent's or participant's insurance available to the Parent and/or participant (eg health insurance, homeowner's insurance, etc.) as sole medical coverage if accident or injury occurs and shall not seek coverage or recovery from Bigfork ACES Inc. or it's insurers. Parent agrees that Parent is financially responsible for any losses resulting from the participant's activities and will indemnify Bigfork ACES and its officers, directors, agents, employees (collectively the "Indemnitees") for any loss or damage caused by the participant during such activity. Furthermore, to the fullest extent permitted by law, Parent agrees to indemnify and hold harmless the Indemnitees against any claims, damages, losses, liabilities, or costs, including attorneys' fees, that the indemnitees incur as a result of participants participation in the activities, participant's negligent acts, or the Indemnitees; enforcement of this Release and Hold Harmless Agreement. The indemnification obligation of this Paragraph includes, but is not limited to, claims against Bigfork ACES Inc. by the participant or other persons purporting to act on behalf of the participant.

I HAVE READ AND AGREE TO ABIDE BY THE GUIDELINES SET OUT IN THE BIGFORK ACES INC. 2020 PARENT HANDBOOK. I UNDERSTAND THAT IF I OR MY CHILD(REN) BREACH ANY GUIDELINES (ESPECIALLY RELATED TO COVID-19) WILLFULLY, THEY WILL BE REMOVED FROM THE PROGRAM FOR THE REMAINDER OF THE SUMMER.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name and relation to student \_\_\_\_\_

Child(ren) participating \_\_\_\_\_