



Children's Museum of Oak Ridge

After School Program

**A time of supervised
learning, exploring and fun for
Elementary School Children**

Children's Museum of Oak Ridge
After School Program
461 West Outer Drive
Oak Ridge, TN 37830
(865) 482-1074 ext. 106

Dear Parent,

Welcome to the Children's Museum of Oak Ridge After School Program! This program has been developed by the Children's Museum of Oak Ridge (CMOR) to provide a safe and supervised place for children to go after the school day ends.

The program provides activities that will benefit the children socially, emotionally, and physically. Children in the program will experience a variety of interesting activities that will include both individual and group activities.

The staff is well trained, they understand the needs of the children, and they serve as adult role models. The ratio of staff to children is kept low in order for staff to be actively involved with participants on a small group basis.

If there are ways we can improve the program or if you have questions not answered either by this handbook or by members of the staff, please feel free to contact me at (865) 482-1074 ext. 106.

Sincerely,

Jessica Ordóñez

After School Program

Mission

- Build self-esteem within individuals
- Develop leadership skills
- Build a greater appreciation of cultural and individual differences.
- Help children to have fun!

Objectives

- Provide a comprehensive program with commitment to help children develop physical and social skills, and emotional well-being.
- Be sensitive to the special needs of families.
- Provide a safe, comfortable environment that allows each child to develop confidence, self-discipline, and a positive self-image.
- Increase each child's awareness of their own potential
- Provide not only direct supervision of the children, but also productive use of their time.
- Serve as an advocate for each child's right to a happy, healthy childhood.

Our Schedule

The CMOR After School Program provides services to children after the regular school day.

Grades 3 & 4 Monday-Friday 3:45-5:30

Parents dropping off their children are expected to come into the building and sign in each child daily. Children must be personally checked out by a parent or individual authorized to pick them up at the end of the day. Children WILL NOT be released to any person other than the parents or those persons authorized on the enrollment form. Please be prepared to provide photo identification at pick up. Also, note that the person authorized to sign out your child must be at least 18 years of age.

When schools dismiss early due to extreme weather, CMOR will close as early as possible to enable children and staff to travel home safely. Early dismissal will be announced on Radio WIVK 107.7 FM, WATO 1290AM, and local TV Cable Channel 15. When Oak Ridge Schools close early there will be no after school at CMOR.

Late Pick Up

The CMOR program ceases operation promptly at 5:30 PM. Please do not arrive later than this. Three incidences of late pick-up will result in your being asked to make other arrangements.

Staff-to Student Ratio

The state requires a 1:20 ratio for child care in grades K-8. Our policy is a 1:15 ratio. Students will be accepted in the order of registration on a space available basis.

CMOR cannot be held responsible for personal items brought to CMOR.

Behavior Management and Guidance

Classroom management expectations will be shared with CMOR enrollee and their parent(s)/guardian(s). All children enrolled in the CMOR program will be required to follow rules established by the staff for the purpose of safety and for the smooth operation of the program in general. Discipline will be appropriate, reasonable, and in terms a child can understand. The CMOR program staff is committed to positive reinforcement.

Staff members are to be positive role models for the children. Therefore, assertive – but not abusive- disciplinary measures and techniques will be utilized. Praise and encouragement of good behavior will be stressed. However, misconduct which is notable or conspicuous in scope or frequency will not be tolerated.

If a child is out of control, the parent(s)/guardian(s) will be called and asked to report to CMOR immediately to remove the child from the museum for the rest of the day. The Education Director will schedule a general meeting with the parents and staff to review placement for the child with the CMOR After School Program. It will be determined at this meeting if it is in the best interest of the child to consider other programming or to remain with CMOR. If a child's behavior is so disruptive that it poses a risk of physical or emotional harm to the child, other children, or staff, or is unmanageable in a group setting, enrollment in the program may be denied.

Children's Rights

Children have the right to:

1. Safe and reliable facilities
2. Have their ideas and feelings respected.
3. Discipline that is fair, equal, and respectful.
4. Express their anger, frustration, disappointment, joy and other emotions in an appropriate manner.
5. Express their creative ability.
6. Explore and discover.
7. Continue developing their full potential
8. Have a safe environment free of hazards.
9. Have an environment that offers a variety of choices: physical, quiet, indoor, outdoor, creative, dramatic play, and exploration.
10. Voice their opinions of rules and activities.
11. Have staff members who care about them, enjoy being with them and who help them grow.

Parent's Rights

Parents have the right to:

1. Know that their children are in a safe environment with enrichment programming offered on a daily basis.
2. Know what types of programs and activities are being planned and to be offered feedback on the kinds of activities children enjoy.
3. Share concerns with staff at any time about anything they do not feel is in the best interest of their children.
4. Know if their child is misbehaving and spend time talking with the staff concerning a solution.
5. Know if their child does not report to the program as intended.
6. Know when the children will be going any place other than where the program is usually held.
7. Voice special concerns and considerations not covered in this manual and discuss special cases where occasional exceptions may be made from the rules set forth in this manual.

Parent's Responsibilities

Parents have the responsibility to:

1. Let the staff know if their child will not be attending for the day.
2. Observe the rules of the program set forth in this manual and any additional policy statements.
3. Share their concerns with staff members if the program is not meeting their needs.
4. Listen to concerns that staff members have about their child's behavior and work for an agreeable solution to any problems that might occur.
5. Know about any change in policy and procedures.
6. Replace any equipment that their child is responsible for misusing.
7. Sign your child in and out at the beginning and end of the day, notify a staff member when taking a child from the museum and notify a staff member by written notice when another authorized person is picking up the child.
8. Inform staff if a child has been exposed to a contagious illness
9. Notify staff of planned vacations and other absences in advance.
10. Notify staff of withdrawal at least one week in advance.
11. Keep the child's record up to date with changes in phone numbers, address, etc.
12. Pick up child on time.

Children's Responsibilities

Children need to be responsible for:

1. Learning to accept the consequences of their own actions.
2. Respecting the rules that guide them during the day for controlling their actions so that they do not harm anyone in the program.
3. Not willfully destroying or harming any equipment or property in the building or anyone else's projects or materials while they are in the program.
4. Sharing equipment and facilities with all children in the program.
5. Remaining with a staff member at all times and notifying them if they need to go to another area.
6. Coming to the After School Room immediately, unless they have permission and notify a staff member when they need to be somewhere else.
7. Respecting the rules of the After School Program.
8. Dressing appropriately for indoor and outdoor play and for having tennis shoes available to wear in the gym.
9. For returning materials and equipment to the place they found them before taking out a new activity.
10. Carrying out an activity to which they have committed themselves.

Child Illness Policy

1. Children may not attend CMOR if they are ill. This includes fever, vomiting, diarrhea, or contagious disease (chicken pox, impetigo, etc.)
2. The CMOR staff should make a casual check of each child as s/he arrives at the Children's Museum to determine if the child is well.
3. If a child appears to feel ill anytime during the day, the staff should take the child's temperature using a digital thermometer and probe cover. Temperatures are taken orally or under the armpit.
4. If the child's temperature is over 99, the child's parents/guardian(s) must be called to pick the child up from the museum. The child must be sent home because a fever indicates an illness of some sort.
5. If a child vomits or has diarrhea during the day, the child's parent(s)/guardian(s) must be called to pick the child up from the museum.
6. Children may attend the After School Program with a cold, but they must be reminded to wash their hands frequently, especially after blowing their nose or sneezing into their hands.
7. Children may attend the After School Program while being treated for certain illnesses, such as strep throat, ear, or sinus infections, only after fever is gone, antibiotic has been started, and the child's physician has indicated that it is safe for the child to return.
8. If you child is unable to attend school, s/he may not participate in the After School Program.
9. If a child's participation in the program poses a significant health or safety risk to the child, other children, or staff, enrollment may be denied.
10. If a child's needs require the provision of services (i.e.-individual supervision or medical services that are determined to constitute an undue burden) enrollment may be denied