



**413 Mulberry Avenue – Muscatine, Iowa – 52761
563-288-9000**

Parents Handbook Updated: September 2016

***Providing educational opportunities for learners of all ages,
races, beliefs and abilities for stronger individuals
and a healthier community***

Goals:

- 1. Increase family involvement and available educational opportunities**
- 2. Increase community awareness and involvement**
- 3. Increase attendance and engagement for students in the school environment.**
- 4. Maintain the current growing rate of about 10% faster in reading
And comprehension**
- 5. Decrease behavioral referrals**
- 6. Duplication of the after school Program**
- 7. Increase adult education opportunities**

Major Partners:

Community Foundation, HNI Charitable Foundation, Howe Foundation, Joseph Pack-N-Ship, Leadership Muscatine, Muscatine Charities, Muscatine Connected, Muscatine school District, Community Foundation of Greater Muscatine, United Way of Muscatine, and many other generous individual supporters.

Because of the faithful generosity of these contributors there is no charge for enrollment in any of the Flickinger Learning Center programs. Enrollment in the After School Program is currently limited to children in Grades K-5 at the main site and K-3 at the school based sites.

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Enrollment and Discharge

The school year begins at the Flickinger Learning Center on the first Monday following Labor Day (in 2016 that will be September 12th) and continues throughout the year in conjunction with the school calendar for the Muscatine Community School District. On days when there is early out at school (due to bad weather, teachers' in-service, etc.) there will not be an after school program at FLC. On the last day of school prior to a regularly scheduled vacation (Thanksgiving, Christmas, Spring Break) there will not be an after school program.

The program begins at 3:15 p.m. (or whenever the students are delivered by the bus transportation) and is dismissed at 5:15 p.m. Parents are required to pick up their children on time! LATE FEE of \$5.00/minute has been suggested but not implemented, yet. Please help us keep our staff happy!

The After School Program ends one week prior to the end of the school year. Summer School planning will be implemented on the basis of need and parents will be notified well in advance of those dates.

Regular attendance in the program is required, but allowances are made for medical and dental appointments, and other school/community commitments such as Scouts, etc. If a student's attendance becomes irregular he or she may be asked to drop out of the program and thereby allow space for those students who need to be here. Reading is serious business and we wish to maximize the potential for helping slower students progress.

In addition to regular attendance, cooperation with staff and peers is basic to this program. When a student displays problematic behavior and prolonged lack of response either in completing homework, meeting AR reading and testing requirements, and/or getting along with staff and other students, parents will be notified and requested to come and pick up the child. Persistent problems in this area will mandate that we drop the student from the program.

Tip: A \$500 scholarship has been established for students who "graduate" from the 5th grade class at Flickinger Learning Center and go on to complete the requirements for graduation at Muscatine High School. This will begin with students who finished fifth grade here at the Center in 2010, graduating MHS in 2018.

Transportation, Field Trips and Other Non-center Activities

NO transportation is provided by the Flickinger Learning Center for the after school programs. In the event of a field trip or other special occasion the FLC will make arrangements for necessary transportation and the parent will be informed as to those arrangements.

Curriculum

It is the intent of the after school program to help students who might be losing ground in their regular classroom to get caught up. Our facilities have been designed in such a manner as to facilitate that longed-for progress. Homework assigned by the student's teacher is the first priority and sufficient volunteer help is provided in the homework room to meet that need. It is required that each student brings with him/her to the learning center their school agenda and we reserve the right to access that information from the student's backpack.

In addition to the homework, we are licensed to use the Accelerated Reader program and communicate with the MCSD and individual teachers regarding scores. We also use the various computer programs for Reading and Math, and require that at least 25 minutes per program day be used by the student in that manner. Upon completion of this allotted time, depending upon the age of the student, we are well supplied with coloring books, table games, jig-saw puzzles and Legos!

Adult Education, Computer Skills, English as a Second Language, and Citizenship Classes

Flickinger Learning Center also offers a wide array of adult educational opportunities throughout the school year. English as a Second Language, basic computer classes and citizenship preparation courses are scheduled and posted regularly. For information please contact Helen Bolton at Helen@flickingerlc.com

Calendar Days

The FLC After School Program abides by the MCSD official calendar with the exception of a later start date in the Fall and an earlier end date in the Spring. The dates and times of the adult education classes are posted clearly in both English and Spanish at the entrance to the facility.

Other Public and CURRENT information and Notices

All important notifications will be posted clearly at both entrances to the building and at the doorway to the basement. Please LOOK there every time you come into the building. You MUST come into the building to retrieve your child, and we respectfully and gratefully ask that you NOT leave your car running and unattended in our tiny parking lot. We do understand the inconvenience associated with that task and appreciate your cooperation.

All About Food and Nutrition

Menus for two weeks will be posted for your convenience and you are welcome make other arrangements for snacks if necessary. Snack is served promptly at the beginning of the program and is intended to sustain the hunger for extended learning.

NO FOOD is to be brought into the facility from home or school or off the school bus. If such food is in the possession of an arriving student it **MUST** be put in his/her backpack and saved for later at home.

Sickness, etc.

If your child arrives on site with convincing evidence that he/she is truly not well (fever, nausea, excessive coughing, etc.) we will contact the parent and ask that you come and get them. *(We are generally quite good at spotting a fake so will not call without good reason!)* If your child has missed school for health reasons they may not return to Flickinger Learning Center until they have been 24 hours without symptoms (of fever, coughing, vomiting, or diarrhea).

Head lice are no fun for anybody and they are not welcome here. If, by chance, they have taken up residence in the hair of your child, they **MUST** be treated before the child will be allowed to return to the after school program. No nits, please. We are gracious folk and understand the nature of this problem. Please help us try to control it.

Speaking of things that bite, if your child should be found guilty of biting another child here at the Center, he/she will be sent home. Dismissal from the program will be determined on case by case observation.

Storing and dispensing of medications as well as authorization and recording of same are kept in individual student files on site. All incidents involving minor injuries, minor changes in health status or behavior concerns are reported to the parent on the day of the incident in the form of an incident report that is kept in the child's records.

Emergencies

Incidents involving serious injury or significant changes in health status are reported immediately to the parent. Our staff is trained in First Aid and CPR and aware of universal precautions in handling bodily fluids and discharges. We hire individuals who demonstrate competence in working with children and we publish a clear handbook for their information, as well as provide for ongoing training. Staff and volunteers must pass background checks and comply with local, state and national regulations.

Unforeseen emergencies of varying severity (tornado, blizzards, power failures, chemical spills, earthquakes, intruders in the center, intoxicated parents, lost or abducted children, or disasters that could result in structural damage or health hazards will be dealt with in accordance with good common sense and the foundation of our “faith-based, non-profit” status. We love your children and will do everything in our power to protect them.

Access to the Building When Children are Present:

One of our primary goals is to provide a safe, loving, learning environment for all our children. Our center does not allow any person who is not an owner (FLC Board Member), staff member, substitute, or volunteer who has had a record check and approval to be involved with child care to have “unrestricted access” to children for whom that person is not the parent, guardian, or custodian. “Unrestricted access” means that a person has contact with a child alone or is directly responsible for child care.

Staff members will limit to the best of their knowledge and ability the people allowed on the property when children are present. It will be limited to authorized persons who include: director, assistant director, food service manager, kitchen assistant, teachers, teacher assistants, teacher aides, custodian, authorized church staff members and parents/custodians of the children enrolled. Any other person on the property will be closely supervised and monitored by one or more of the authorized persons depending upon the reason for the person’s presence on the property. “Supervision” will require one or more staff members to remain with the person at all times and “monitoring” will entail watching what the person is doing and controlling their access to the area where the children are present. The director or assistant director will be responsible for the supervising and monitoring unless another staff member is requested by the director or assistant director to fulfill this responsibility. If there is a conflict of interest the director, assistant director or authorized church staff member will fulfill this responsibility.

Any persons who are listed on the sex offender registry shall only have access with written permission from the director relating to their own minor child coming to and leaving the center. They will only be allowed to enter the building by buzzing at the entry door. They must stop by the desk to obtain assistance from the director or assistant director to take their child to the classroom or locate their child and will remain at the center only for the time reasonably necessary to drop off and/or pick up their own minor child with supervision.

Fire Escape and Severe Weather Directions

Maps are posted throughout the building with instructions as to the safe positioning of students and staff in the event of these occurring during the time children are present in the building. Drills are conducted occasionally to provide “training” in the event of these emergencies.

Staff Hiring and Training

Ongoing training is provided for our staff in the areas of competent child care that include, but are not limited to, the awareness of sexualized behavior, nutrition, infectious diseases and the Flickinger Learning Center's policies and licensing regulations. We have as a staff participated together in Muscatine's Blue Zones training as well as CPR and First Aid instruction. Continuing opportunities exist for this instruction.

We understand that the nature of the work we do here is difficult and requires both compassion and discipline. We wish to maintain both a staff that work well together and individuals who understand the special privilege and responsibility of working with children. To that end we will observe each other with care and extend those same ideals to our volunteers. Undoubtedly this will include guarding the vocabulary we use with children present.

Need Assistance?

A member of our staff would be pleased to assist you in reading via translation or literacy status. All of our paperwork is in both English and Spanish and we will take every opportunity to ensure you completely understand.

Contact Information:

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