

COMMUNITY AFTER SCHOOL PROGRAM

PARENT HANDBOOK
2010-2011



Proudly serving families in the Norman Community since 1974.

PARENT HANDBOOK

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Dear Parents and Guardians,

The Community After School Program is pleased to welcome you and your child(ren) to the thirty-sixth year of our before and after school programs. The Community After School Program, Inc. is a local, nonprofit agency that provides a safe, supervised environment for school-age children (kindergarten through fifth grade) enrolled in the Norman Public who might otherwise be left unsupervised while their parents begin or end their workday.

The following information will briefly acquaint you with our program, policies and procedures. If you are enrolling in our program for the first time we ask that you review this information carefully. If you are a returning CASP family, please take the time to review this handbook for changes to our previous policies.

The Community After School Program appreciates its community partners and supporters including Norman Public Schools, City of Norman, Cleveland County Health Department, University of Oklahoma, and United Way of Norman. By working together, we can provide a safe, educational, and fun after school experience for the children in our community.

We value your feedback. Should you have any questions, comments or suggestions regarding this handbook or our program in general, please feel free to contact the CASP office.

Sincerely,



Terri Craig
Executive Director



Brenda Birdsong
Director of Child Services

BOARD OF DIRECTORS

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BOARD MEETING CALENDAR

The CASP Board of Directors meets a minimum of six (6) times per year. Please visit our website at www.caspinc.org for more information.

PROGRAM OPERATION INFORMATION

Days of Operation:

CASP operates every day that elementary schools are in session. On days of scheduled school closings, CASP may be opened at designated school sites.

Program Hours of Operation:

	<u>Norman Public School</u>
Before School Program:	6:45 a.m.—7:45 a.m.
After School Program:	2:40 p.m.—6:00 p.m.

Adams	366-5974	Cleveland	366-5878
Eisenhower	366-5881	Jackson	366-5887
Jefferson	366-5893	Kennedy	366-5897
Lakeview	366-5903	Lincoln	366-5907
Madison	366-5913	McKinley	366-5917
Monroe	366-5929	Roosevelt	573-3500
Truman-primary		Truman-secondary	366-5983
Washington	366-5987	Wilson	366-5935

Administrative Office Hours:

Monday – Friday 8:00 a.m. - 11:30 a.m. & 12:30 p.m. - 4:30 p.m.

Administrative Office Information:

Community After School Program
1023 N. Flood Avenue
Norman, Oklahoma 73069
Phone 366-5970
FAX 573-3512
Federal ID #73-0960925

PROGRAM OBJECTIVES

The Objective of CASP is to:

- Provide safe, supervised care for the children's physical and emotional well being.
- Plan activities which are appropriate for the children's ages, interests and skill levels.
- Establish routines with the children that include snacks, self-selected activities and structured activities.
- Provide a variety of self-selected options (e.g. board games, art projects, homework time) for activities.
- Provide positive social and recreational experiences for the children.
- Provide opportunities for constructive interaction among the children and with the adults in structured and unstructured situations.
- Include the children in decision making regarding rules of conduct and selection of activities.
- Include the children in the responsibility for the setting-up of activities and cleaning-up at the end of each day.

PROGRAM DESCRIPTION

The Community After School Program, Inc. is a local, non-profit agency designed to provide quality care for school-age children before and after school. CASP works in partnership with Norman Public Schools, the United Way of Norman, and other community partners and agencies and is licensed by the Department of Human Services.

Each program offers planned and self-directed activities that allow children the opportunity to socialize with peers, explore their creativity, gain independence, and acquire self-assurance in a relaxed and comfortable atmosphere. The daily routine consists of various learning centers and activities including art projects, board games, outdoor play, creative play, homework help and group time. Parents are able to carry out their work day confident their children are safe, engaged and well supervised. Professional development and training provided throughout the year ensure CASP staff meet DHS training requirements and are skilled and competent to perform their duties.

Licensed as a “Two Star” facility by DHS, CASP is required to maintain a ratio of one staff member for every 20 children. However, CASP strives to maintain a staff to child ratio of 1:12, thus allowing for better supervision of the children. CASP recruits and trains high-quality staff members, many of whom are education majors, to work in its school-age programs. All staff members must complete a minimum of 20 school-age training hours and site directors must complete an additional 10 hours to meet DHS guidelines. Although DHS only requires one CPR/First Aid trained staff member for every site, CASP prides itself on certifying EVERY staff member in CPR/First Aid, thus providing a safer environment for the children and peace of mind for their parents.

PROGRAM INFORMATION

ENROLLMENT

CASP accepts children for enrollment regardless of race, creed, color, sex, religion, national origin or disability. In most cases, enrollment is accepted on a first-come, first-served basis and children may be placed on a waiting list if enrollment is full. In some instances enrollment may be offered to a specific population, such as children from low income families, in order for CASP to meet the requirements of various funding sources. Part-time and drop-in enrollment may be available on a limited basis at some programs, but is not guaranteed.

CASP works in partnership with Norman Public Schools. This partnership may include the sharing of information to better meet the needs of school-age children enrolled in our program.

CASP is not a medical treatment facility, does not provide medical care, and its employees are not medically trained. CASP does not provide one-to-one care.

To be eligible for enrollment, a child must:

- Be enrolled in the Norman Public Schools
- Attend the school site in which the program is located

Enrollment forms are available in the Community After School Program office, 1023 N. Flood Avenue, Norman, Oklahoma 73069.

To complete enrollment, CASP must receive:

- Completed and signed enrollment card
- Copy of the child's current immunization record
- Annual enrollment fee
- Signed CASP Parent Handbook form
- Legal documentation of custody/guardianship if applicable

COMMUNICATION

Communication between the home and CASP is vital for the optimum progress and safety of the children. Parents of children with special needs are asked to be very specific regarding any special care required. CASP strives to meet the needs of each child, fully and completely.

INTERACTION WITH CHILDREN

CASP strives to employ people who will provide positive role models for the children we serve. CASP encourages positive relationships with children and their families. Policies and procedures are written to protect both the children and employees from dangerous or possibly misunderstood situations.

- Interaction with children during non-work hours is discouraged.
- If interaction with children outside of work hours is planned, it is recommended that at least two employees attend the function together.
- CASP policies and procedures do not cover out of work time.

WITHDRAWAL FROM PROGRAM

A parent should contact the CASP office to withdraw his/her child(ren) from the program. Partial tuition during a child's final month of enrollment is at the discretion of the CASP administration but will *not* be considered if a two week notification of withdrawal is not received. If payment for the month of May is not made, enrollment will not be held for the child(ren) or sibling(s) for the following school year.

TUITION PAYMENTS

- Tuition is due on or before the first day of each month September through May. August is the ONLY month that is pro-rated.
- Automated Bank Draft is available for tuition payments.
- Checks or money orders made payable to CASP, can be mailed or paid in person at the CASP Office, 1023 N. Flood Avenue, Norman, Oklahoma 73069. Please include your child(ren)'s name(s) in the "memo" of the check or include a copy of your tuition statement to insure proper credit is given.
- An after-hours drop box is located at the CASP Office.
- Monthly billing statements are provided as a *courtesy* to parents via email. Parents requiring a paper copy must contact the CASP office. Tuition is due on the first day of each month *regardless* of receipt of the monthly billing statement.

RETURNED CHECKS

- A returned check fee will be charged for all returned checks.
- Repayment of check and check fee must be made by cash or money order and received in the CASP office within five business days.
- Uncollected returned checks will be sent to the Cleveland County District Attorney's Office for collection after five business days and the child's enrollment dropped.
- Accounts with a returned check may require cash or money order for future tuition payments.

PAST DUE ACCOUNTS

Accounts not paid on the first of each month may be suspended until the past due balance is paid in full unless special arrangements have been made with the Enrollment & Tuition Coordinator or designee. Accounts with chronic late payments, including payment for missed DHS swipes or late pick-up fees, may be closed to further enrollment at the discretion of the Executive Director or designee.

RECORDS RESEARCH

CASP understands that from time to time a parent or guardian may need historical information regarding their child(ren)'s account. CASP is able to access most account information via computer fairly quickly and at no cost to our customers. Due to the nature of our business and limited support staff, record searches that entail copying paper records from current or previous years are not possible.

SCHOLARSHIPS

CASP offers tuition scholarships based on financial need.

- Scholarship applications are available on the website (www.caspinc.org), at the program site and the CASP administrative office (1023 N. Flood).
- Scholarship applications are accepted throughout the school-year.
- All applicants must first apply to DHS for childcare assistance *before* applying for a CASP scholarship.
- Income verification is required for all scholarship applications.
- Full and partial tuition scholarships are awarded for up to a 3 month period.
- Re-application by the stated deadline is required for continued assistance.
- Failure to re-apply by the stated deadline will result in tuition charges for any days of attendance beyond the scholarship award.
- Scholarship awards do not cover accounts in arrears due to non-payment.

DHS SUBSIDY

CASP contracts with DHS to receive child care subsidies.

Call DHS at 573-8300 for information about child care assistance.

- Parents receiving DHS assistance must maintain an Access Oklahoma Card with day care benefits activated.
- Parents must swipe their EBT card on each day their child attends.
- Failure to swipe the EBT card will result in non-payment by DHS. Parents are responsible for all non-paid attendance days and will be billed for those days at the current "drop-in" rate.

TRIBAL SUBSIDIES

CASP contracts with several tribal agencies to receive child care subsidies.

- Parents should contact their tribe to initiate possible assistance.
- Participating tribes will contact CASP to finalize subsidy requirements.
- Parents are required to sign tribal attendance forms at the end of each month.
- Failure to comply with tribal and CASP guidelines will result in the parent being billed for the days of care not paid for by participating tribes.

CHILD HEALTH & EMERGENCY PROCEDURES

PRESCRIPTION & “OVER THE COUNTER” MEDICATIONS

CASP staff may only administer physician-prescribed medications to children if a *Medication Release Form* is completed in advance. The *Medication Release Form* is available on our website, at each program site, and at the CASP Administrative Office. Only medications in the original prescription container with the child’s name listed on it including a specific dosing schedule may be administered.

We do not administer “over the counter” medications to child(ren). Should your child require one of these medications during program hours it must be prescribed by a physician and labeled by the pharmacy with child’s name and specific dosing information. A *Medication Release Form* must be completed in advance as indicated above.

SHORT-TERM ILLNESS

If a child becomes ill, parents will be contacted when the child exhibits the following symptoms:

- oral temperature of 101 degrees or higher
- Vomiting once
- Diarrhea
- Uncontrollable or persistent cough
- Appearance of acute illness or complaint of severe pain
- Severe lethargy

Parents are expected to arrange to pick up a child immediately, within 15 minutes, if he/she appears to be too ill to remain at the program. The child will rest in quiet time, supervised yet secluded from the main program area until the parent arrives.

CHRONIC ILLNESS, SPECIAL NEEDS, & DIETARY RESTRICTIONS

If a child has been diagnosed with a chronic illness, special need(s), or has special dietary restrictions; parents are encouraged to inform CASP in order to better serve their children. Children with chronic illnesses such as Diabetes, Asthma, Allergies, etc. need to have a “medical plan” on file with CASP. Children requiring a specialized menu for dietary or religious restrictions may be required to provide their own daily snack.

Parents whose children are diagnosed with a special need such as Autism, Asperger’s Syndrome, Down Syndrome, Attention Deficit Disorder (ADD), or Attention Deficit Hyperactivity Disorder (ADHD) are encouraged to inform CASP in order that we may work together to meet their children’s needs to the best of our ability.

PLEASE NOTE: CASP is not medical treatment facility, does not provide medical care and its employees are not medically trained. CASP does not provide one-to-one care.

EMERGENCY & ACCIDENT PROCEDURES

An emergency constitutes any injury of child or staff requiring a doctor’s care or any situation requiring emergency vehicles (ambulance, fire, police, etc.) on the premises. Parents are responsible for any cost associated with medical treatment for their child.

In the event of a medical emergency or severe injury involving a child, CASP staff will:

- Stay with the child.

- Send someone to call 911.
- Call the parent or guardian.
- Accompany the child to the hospital if a parent is unavailable, provided there is more than one staff member on site.
- Remain with the child until parents arrive and are fully informed about the emergency.
- Complete an Accident Report Form immediately and turn it in to the CASP Administrative office at the start of the next working day.

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In the event of a minor injury involving a child the staff will:

- Administer first aid.
- Have the child rest until he/she is ready to resume participation in the program.
- Inform the parent at the end of the day about the injury so that additional attention may be given at home.
- Notify the CASP Administrative office immediately
- Complete an accident report form and turn it in to the CASP office at the start of the next working day.

PROGRAM POLICIES & PROCEDURES

PROGRAM EXPECTATIONS

These expectations are posted at each site and discussed with the children.

- We treat each other with kindness and respect.
- We respect the rights and property of others.
- We act in a safe manner.
- We stay within the boundaries set by adults.

PROGRAM CONSEQUENCES

When expectations are not met, the following consequences will be used:

- Conference between child and staff member to explore options and appropriate behavior.
- Parents will be asked for ideas on solving the conflict.
- Time-out for a number of minutes not to exceed the child's age in years. (Time-out is defined as a length of time in a disciplinary measure used to promote socially acceptable behavior. When a warning to change behavior is ignored and unacceptable behavior continues, time-out is chosen. The child is removed from the situation allowing anger to subside, feelings to be controlled and positive resolution to begin. The consequence is removal from the group, not necessarily restriction of play.)
- Loss of privileges for a set period of time may be chosen or used in conjunction with time-out.
- A Behavior Report is shown to the parents and filed with the office.
- A 1-3 day or permanent suspension from the program may be utilized depending on the circumstances.
- Behavior information will be kept confidential.

The Executive Director and/or designee will contact parent and determine a plan of action in cases of chronic behavior issues.

OUTDOOR PLAY

CASP encourages activities that allow children access to fresh air, sunshine and moderate exercise.

- Please ensure that your child(ren) are appropriately dressed for weather conditions.
- CASP will have outdoor play each day that the “*real feel*” temperature is 32 degrees or above and below 100 degrees.
- Chronic or short-term health conditions requiring special care or restriction from outdoor play may require a doctor’s statement.
- In the event that other adults, children or animals come onto CASP outside play space, the staff will immediately take children inside.
- Children are not allowed on playground equipment 4’ tall or higher without a minimum of 6” of impact material. CASP works closely with NPS & RHPS to maintain playground safety.
- CASP children are not allowed to play with children who are not enrolled in or signed in to our program.

INCLEMENT WEATHER

CASP programs will be closed if the Norman Public Schools are closed due to inclement weather.

- Parents should tune to local television and radio stations for the list of school closings including Norman.
- Call the CASP office at 366-5970 or check the CASP web site at www.caspinc.org for closing information.

CASP will operate its programs when NPS is in session unless unsafe weather conditions at the end of the school day pose a threat to the children and/or CASP staff.

Inclement weather days made-up in the school year are not eligible for refund.

BEHAVIOR POLICIES

CASP recognizes parental authority and the rights of parents to discipline their children when under their supervision. However, CASP will NOT enforce school or home punishment during program hours such as restriction of play or participation in activities, the writing of sentences, assigned reading, assigned homework beyond our homework time, or separation from other children. CASP staff will not seek or accept parental permission to use any discipline or punishment prohibited by CASP policies and procedures.

CASP staff recognizes and encourages acceptable behavior.

- Consistent rules, clear directions and age-appropriate guidance are all part of our behavior policy.
- Children are encouraged to verbalize their feelings, thus learning to positively work through strong emotions.
- Conflict will be resolved in a positive manner without verbal or physical abuse.
- CASP will NOT allow other children or parents to use verbal or physical abuse within our program.

BULLYING BEHAVIORS

Bullying behaviors are not acceptable. Bullying typically occurs when someone with more power unfairly hurts someone with less power. Staff will treat bullying as seriously as any other unacceptable behavior. CASP encourages proactive interactions among children.

Power can be defined as:

- Physical strength
- Social skill
- Verbal ability

Bullying tends to escalate when adults fail to support either with consistent standards, consequences and behavioral accountability. CASP staff will intervene with consequences for bullying behaviors.

Examples of bullying can include:

- Repeated name-calling
- Hurtful teasing
- Intimidation
- Threats of harm or rejection
- Physical aggression.

TERMINATION OF ENROLLMENT

CASP may immediately terminate the enrollment of a child:

- Whose behavior endangers him/herself or the safety and well-being of other children and/or staff.
- Whose actions result in the damage or destruction of CASP or school property.
- Whose behavior is determined to be a serious disciplinary problem. A serious disciplinary problem is defined as one in which a child's behavior hampers the smooth flow of the program by either requiring constant one-on-one attention; inflicting physical or emotional harm on other children; physically abusing staff; and/or otherwise being unable to conform to the rules and guidelines of the program.
- Whose parent's physical or verbal actions are threatening or intimidating toward children and/or staff
- Whose parents prevent CASP from operating a safe program by failing to comply with our policies regarding:
 - a) notification of absences
 - b) keeping enrollment information current including names and phone numbers of emergency contacts available for pick-up within 15 minutes
 - c) program opening and closing times
 - d) timely tuition payment
 - e) the safety and well-being of other children and/or the staff

BEFORE SCHOOL PROGRAM

BEFORE SCHOOL PROGRAM INFORMATION

CASP operates a before school program at locations where the enrollment is 5 students or more. If enrollment drops below 5 students, CASP reserves the right to close the program. At least two weeks notice will be given to parents if a program is to close.

The BSP is an important start to a child's day. Activities include indoor and outdoor play, and homework time.

Each program is staffed with a Before School Coordinator who plans the daily activities and one or more teachers when enrollment numbers dictate.

BSP SIGN-IN

- The parent, guardian or authorized representative is required to sign the child into the program each day and notate the time of arrival on the sign-in sheet.
NOTE: CASP cannot assume responsibility until the child has been signed into the program. Failure to escort and sign-in your child(ren) into the program may result in dismissal from the before school program.

AFTER SCHOOL PROGRAM

AFTER SCHOOL PROGRAM INFORMATION

The ASP allows children to end their day in a safe, supervised environment. Children enrolled in the program go directly from their classrooms to the ASP location in the school. Although schedules vary from site to site, many activities are incorporated daily including a healthy snack. Weekly lesson plans and monthly snack menus are posted at each site.

Each program is staffed with a Site Director who coordinates the daily activities and one or more teachers. Additional teachers are added as enrollment dictates to meet DHS and CASP staff to child ratios.

ATTENDANCE

Parents are required to notify CASP if their child will not be attending on any given day.

Please notify CASP by:

- Calling the CASP office, 366-5970, anytime during or after office hours. Please leave a message if calling after office hours.
- Calling the program site between 2:30 p.m. and 3:00 p.m. before the program begins.
- Notifying site staff prior to absence.

CASP will not continue the enrollment of a child whose parents fail to comply with our attendance policy.

ASP SIGN-IN

- Children must go directly to the program location when they are dismissed from school.
- Children are required to sign themselves into the program each day and notate the time of arrival on the sign-in sheet. Staff members will assist younger children with sign-in if needed.
- All children are accounted for by 3:00 p.m.

EXPECTED BUT NOT PRESENT

If a child is expected at the program, but is not present, our staff will:

- Check with child's classroom teacher. Search of all areas of the school (restrooms, library, etc.) including outside premises.
- Call CASP office to check for messages.
- Contact parent, guardian and emergency contacts to determine the whereabouts of the child leaving messages at each number called.
- Contact the CASP office, Executive Director or Director of Child Services if unable to reach any of the contacts listed on the child's enrollment card.

EXTRACURRICULAR ACTIVITIES

Activities beginning at 2:40

- A “Notice of Late Arrival” form must be on file.
- CASP staff will not account for children attending activities immediately after school.
- CASP is not responsible for the safety of children until they arrive to our program.
- Parent may call the after school program to ensure his/her child’s safe arrival.

Activities beginning at 3:00 or later

- A “Permission to Leave” form must be on file.
- The child must sign into the program at 2:40.
- The authorized adult in charge of the non-CASP program must be listed on the permission to leave form and must sign out the child.
- If the child is returning to the program prior to 6:00 p.m., the child should sign back into the program upon arrival.
- CASP is not responsible for a child’s safety while he/she is signed out of the program.
- Parents may call the after school program to ensure his/her child’s safe arrival back at the program.

The “Notice of Late Arrival” and “Permission to Leave” forms are available in the parent handbook, at the program, on the CASP website or in the CASP office and must be complete in advance by a parent or guardian.

NOTE: Teachers are not allowed to keep a child late or take a child from the CASP program without a “Permission to Arrive Late” or “Permission to Leave” form on file for that specific teacher.

ASP SIGN-OUT

- Only a parent, guardian or authorized representative will be allowed to sign-out a child.
- The parent, guardian or authorized representative is required to sign the child out of the program each day and notate the time of departure on the sign-out sheet.
- Written notice from parents or approval from the CASP office is required for unauthorized adults to pick up a child.
- Any adult not recognized by staff will be asked to present photo identification before the child will be released.

NOTE: DHS & CASP policies require an authorized adult to sign their child(ren) out of the program each attendance day. Failure to sign-out your child(ren) from the program may result in dismissal from the after school program.

LATE PICK-UP PROCEDURE

The program closes at 6:00 p.m. If unexpected circumstances will delay pick-up time, parents are required to make other arrangements for their child’s pick up and contact the program site or the CASP office with details.

In the event a child is not picked up by 6:00 p.m., CASP policy is as follows:

- Parents, guardians, or emergency contacts will be notified.
- If after 15 minutes the staff is unable to reach parents or other emergency contact(s), the Executive Director and/or the Director of Child Services will be notified.

- Assistance from the Norman Police Department may be requested if parent or guardian cannot be located.
- **A late fee is \$1 per minute per child** will be charged and reflected on the monthly invoice.
- CASP will not continue the enrollment of a child whose parents fail to comply with our policies regarding closing and pick-up times.

MOVIE VIEWING

- CASP is licensed through the Motion Picture Licensing Corporation. This license allows our programs to view CASP owned movies from selected distributors and producers only.
- Programs are permitted to view one movie per week.
- All movies purchased by CASP are rated G or PG. Updated lists of the video library are available through the office.
- Children are not required to watch movies and may play quietly while others are watching the movie. Space and materials will be provided for children who are not interested in watching the movie.

CHILDREN & PHONES

- Staff permission is required for children to make phone calls during program hours.
- Phone calls are only allowed after 3 p.m. (following accounting of safe arrival of children to program).
- Phone calls should be brief (no more than 3 minutes).
- Number of calls should be limited to ensure smooth operation of the program.
- Use of personal cell phones is prohibited.
- Cell phones must be turned off and secured in bags or backpacks.

PERSONAL PROPERTY - CHILDREN

- CASP is not responsible for the loss or destruction of personal property belonging to the children.
- CASP does not encourage children to bring personal items from home.
- Any personal items brought to the program must be kept in the child's bags backpacks.

SITE VISITORS

- All guest speakers must be pre-approved through the CASP office.
- Visitors (e.g. friends, relatives, etc.) on site premises are not allowed.
- No animals are allowed at the site locations. The CASP office may make exceptions for educational purposes.

FIELD TRIPS

Staff may include field trips in their weekly lesson plans as long as the location is within suitable walking distance for the children. The following guidelines must be followed:

- Parents will be informed of the field trip at least two weeks prior to the date scheduled in order to make the necessary arrangements (change pick-up time, alternate days of attendance, etc.).
- Children are not required to go on any field trip. Provisions will be made for children staying on site.
- All children who participate must have signed parental permission.
- Parents are encouraged to volunteer.

CLOTHING/TOILET TRAINING

CASP cares for school-age children and anticipates that children will be toilet trained upon enrollment in its programs. CASP understands that occasional accidents can occur and keeps a set of clean clothing available at each site. If accidents occur on a regular basis, parents will be notified and required to provide a clean change of clothing for their child. Parents who do not meet this requirement will be contacted to pick up their child immediately upon notification of an accident.

Ongoing accidents can present a health concern for not only the child but also staff and other children at the program. CASP will evaluate each situation individually and work with the parents to attempt to meet the child's needs within the limitations of its program.

ALL DAY PROGRAMMING

ALL DAY PROGRAMMING INFORMATION

CASP from time to time may offer all-day programming on non-school days. Children attending a CASP all-day program are expected to adhere to all behavior policies as outlined above. A child whose behavior requires early parent/guardian pick-up will not be eligible for future all-day programming days during the current school year.

PARENT/GUARDIAN BEHAVIOR

PARENT/GUARDIAN BEHAVIOR INFORMATION

CASP is committed to fostering a positive and enriching environment for both children and our staff members and will address inappropriate or unacceptable behaviors by parents/guardians on a case by case basis up. Our concern for both the children and our staff extends beyond program hours. If a staff member suspects a parent or guardian of questionable behavior that threatens the safety of the child(ren) or staff members, they will contact the CASP administrative office, Executive Director or Director of Child Services immediately. Behaviors may include but are not limited to:

- Appearing intoxicated or smelling of alcohol
- Appearing impaired due to drug use or other issues
- Actions that are threatening or intimidating toward children and/or staff
- Words that are threatening or intimidating toward children and/or staff
- Any words or actions that could be interpreted as a sexual advancement toward another person including staff, children or other adults

NOTE: Inappropriate parent/guardian behaviors may result in termination of enrollment.