

AFTER SCHOOL CLUBS

2004-2005 HARMS SCHOOL AFTER SCHOOL PROGRAMS



THESE ARE THE RULES
THAT ALL CHILDREN
MUST FOLLOW:

LISTEN
NO TOUCHING
NO BAD WORDS
NO MEAN WORDS
EVERYBODY PARTICIPATES
STAY WITH YOUR TEACHER
HELP KEEP THE SCHOOL CLEAN
DON'T TALK BACK
OFFER TO HELP
SHARE

😊😊 HAVE FUN 😊😊

Memorize this page!

Anyone who works in the After School Program is expected to perform to very high standards. Once you have read these pages, please contact the Program Coordinator right away if you have any questions about the After School Program.

safety

The safety and well-being of the children in the After School Program must always be our primary concern. Please follow these rules to ensure the safety of the children in your group:

- ⇒ Learn the names of the children in your group as quickly as you are able. Always use their names when addressing the children.
- ⇒ Each group should have at least one walkie-talkie. Keep it with you at all times. Make sure it is on, tuned to the correct channel, and that it has adequate power (batteries are in Room 109).
- ⇒ Chatter is NOT permitted on the walkie-talkies.
- ⇒ Know the location of the First Aid kits on your floor.
- ⇒ Know the location of all emergency exits in the building.
- ⇒ Emergency contact information for all children in the After School Program is in a binder in Room 109. Learn the location of the binder.
- ⇒ NEVER go anywhere alone with a child. Always take at least one other child and one adult or youth volunteer with you.
- ⇒ Never prop open the front or back doors when going outside.
- ⇒ If a stranger is in the building, use your walkie-talkie to notify the Program Coordinator at once. Never approach an adult or teenager that you don't know. If you feel uncomfortable or threatened in any way, use the emergency call code to warn all staff and walk away at once.
- ⇒ Never leave your co-counselor alone with the class for more than five minutes for any reason.
- ⇒ Do not argue with other staff in front of the children.
- ⇒ Never physically or verbally threaten or deliberately harm any child.
- ⇒ Do not put yourself or the students in dangerous situations.
- ⇒ Never come to work drunk; on any illegal drugs; when you are especially 'on edge'; or when you have had insufficient sleep or food.

Help us all to have the best possible experience by protecting our children, and by coming to the Program alert and ready to work.

SCENARIOS FOR GROUP DISCUSSION

SCENARIO # 1

You are working with a fellow staff member that you really like. Your friend has agreed to take on the task of toileting the children again today. He seems eager to perform this task. He begins by taking Carrie, age 5, to the bathroom first. She is a child for whom he has developed a real attachment for, and has even offered her parents his babysitting services outside of Harms. While he is in the bathroom, another child insists that she go to the bathroom NOW! You rush her to the bathroom and find the door closed. As you enter the bathroom you don't see your friend right away. Finally you notice that he is inside the stall with Carrie and that the stall door is closed. Upon further investigation you discover that Carrie is naked. How do you respond? What could have been done to prevent this situation from occurring? How will you follow up?

SCENARIO # 2

Holly, a 6-year-old who is usually very active, seems very quiet and withdrawn today. She has spent most of the morning sitting on a bench watching the other children. During arts and crafts, Holly draws a picture that you interpret as being sexual in nature. How do you respond? How will you follow up?

SCENARIO # 3

Kevin is 8 years old. You know from his teacher that Kevin is dropped off at the school each day at 7:00 a.m., and in our program he is not picked up until 6:30 p.m. or later. He is not enrolled in any specific program. He is often dirty and you notice that he has been wearing the same clothes for 3 days in a row. Today you run into him in the bathroom and see that he has been vomiting. You offer to call his parents and have them pick him up. He tells you that his dad is out of town and can't be reached and that he doesn't have a mother. How do you respond? What could have been done to prevent this situation? How will you follow up?

SCENARIO # 4

You are a volunteer in the after school program. Mark, one of the children, is a real smart alec. He refuses to listen to the instructor and gets the rest of the class riled up. You can see the instructor is getting angry. At one point, attempting to settle Mark down and get his attention, the instructor shakes him and grabs his arms, leaving red marks. How do you respond? What could have been done to prevent this situation from occurring? How will you follow up?

Attentive, caring staff members would have stepped in on behalf of the child before any of these situations reached the point in the scenarios. If you suspect child abuse or child neglect, inform the Program Coordinator at once. NEVER approach the parent directly unless the child is in severe immediate danger. If the child is in severe immediate danger, attempt to calmly stop the parent from injuring the child and send someone to find the Program Coordinator, the school Principal, or one of the Emergency Contact personnel right away. Do not engage the parent in conversation once the child is out of immediate danger.

Child abusers and people who neglect children are often very volatile. Engaging such a person in a conversation about such a sensitive subject is very dangerous to you and to the child in question.

PLEASE do not personally approach the suspected abuser unless the person is behaving violently toward the child right in front of you. If you do, it is possible that the child will suffer greater abuse later that night, or the abuser may pull their child out of the program and never come back – thereby destroying our opportunity to help that family. These situations are best handled by professionals. You should inform the Principal, the Program Coordinator, or one of the Emergency Contact personnel right away. You will be asked to describe what you have seen that leads you to suspect abuse. The Program Coordinator and Principal will work with everyone involved to see that the child is safe and the family is offered any assistance that they may need.