



SCIENCE

AFTER SCHOOL

Program Handbook

2021-2022

* Adopted July 2021 *



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Welcome to Science After School

To start, thank you. Thank you for choosing Science After School (SAS) to be your after school program of choice. We understand that there are many quality programs available and we are honored that you have chosen ours. By choosing to enroll your child(ren) in our program you are contributing to our overall mission at Mid-America Science Museum, which is to stimulate interest in science, to promote public understanding of the sciences, and to encourage life-long science education through interactive exhibits and programs.

Science After School is an educational program of Mid-America Science Museum that has been operating since January of 2019. SAS is a licensed Out of School Time (OST) program through the division of Child Care and Early Childhood Services of the Department of Human Services (DHS). Currently, our program serves the students from Hot Springs School District and Lake Hamilton School District. We look forward to expanding to all seven Garland County districts in the future.

Our goal at Science After School is to live the mission of Mid-America Science Museum by inspiring the future of our community. We engage in interactive science lessons and exploration that allow for students to grow as people, as learners, and (of course) as scientists. We provide a safe and creative space that welcomes learning outside of the typical classroom setting while supporting and expanding on content taught in school.

Thank you, again, for making an investment in your child's life and education, the future of Mid-America Science Museum, and the community of Hot Springs. We are so excited to have you.

Casey Wylie and Anna Crane
Director of Education and Science After School Lead

Mid-America Science Museum
500 Mid America Blvd, Hot Springs, Arkansas 71913

General Program Information:

Program Staff:

Casey Wylie, Director of Education and Director of OST Program

Anna Crane, Science After School Lead and Assistant Director of OST Program

Other SAS staff are from the education department of Mid-America Science Museum. All staff have been approved through FBI, criminal, and child maltreatment checks through the Arkansas DHS division of Childcare and Early Childhood Education.

DHS Licensing Ratio: 1 Adult Staff: 18 Students

Contact Information:

Casey Wylie available Tuesday - Saturday from 8:00-5:00
(501) 767-3461 ext 113 or eddirectormasm@gmail.com

Anna Crane available Monday - Friday from 9:00-6:00
(501) 767-3461 ext 118 or annac@midamericamuseum.org

Front Desk available Tuesday - Saturday from 9:00-5:00 and Sunday from 1:00- 5:00
(501) 767-3461 or info@midamericamuseum.org

Remind App

Class Name: MASM Science After School 2021-2022

Class Code: @masm21

Students Served:

Currently, our program is open to students in kindergarten up to 12 years of age (at the beginning of school year). Students who fall within the set age range and are able to guarantee transportation from school to the Museum are able to attend. Currently, Hot Springs School District and Lake Hamilton School District are the only schools that provide transportation.

Program Daily Schedule:

Our program consists of three main components:

Nutrition: Students are provided with a snack upon arrival to the program.

Daily Activity: Students will have free play time either outside or within the Museum.

Science Lessons: Students will engage in guided and interactive science lessons that align with current science standards and practices.

While our traditional order of activities is 1) Nutrition, 2) Daily Activity, 3) Science Lesson, there are days where component two and three switch in order to meet the needs of the lesson.

Program Goals:

Stimulate Interest in Science through interactive lessons and exhibit exploration.

Promote Public Understanding of the Sciences through diverse content and methods.

Encourage Life-Long Science Education through building a foundation and setting an example of continued learning.

Program Dates and Times:

Dates: Monday - Friday, August 16, 2021 - May 27, 2022

Times: From School Dismissal (approximately 3:30) to 6:00PM

Our program coordinates with the school calendars of both the districts we serve. We operate under the general rule that if school is open to students, we are open; if school is closed to students, we are closed. All pre-scheduled closed dates are listed below:

Science After School Closed

Monday, September 6 (Labor Day)

Friday, October 15 (No School - Both Districts)

November 22-26 (Thanksgiving Break)

December 20 - 31 (Christmas Break)

Monday, January 17 (Martin Luther King Jr. Day)

March 21 - 25 (Spring Break)

Monday, May 30 (Memorial Day)

Additional days by school

Lake Hamilton - No School Days

Thursday, October 14
February 10 and 11

Hot Springs - No School Days

Monday, January 3
Monday, February 21

If only one school is closed, the program will be open to students from the other school.

Inclement Weather Policy:

Weather-based closings at Mid-America Science Museum are made on a case-by-case basis depending on the severity of the weather and accessibility to the Museum. If schools close due to weather, Science After School will be closed as well.

If a situation occurs where the electricity goes out for an extended amount of time or there is another safety related reason for closing the Museum and program all parents/guardians will be notified as soon as possible to either pick up their child early from the program or to make different arrangements for their child's drop-off.

*For these types of closures, parents/guardians will not be charged for enrollment.

Registration, Enrollment, Payments, and Statements:

Registration:

To attend Science After School, Mid-America Science Museum must receive the student's registration form and payment no later than two business days before their first day. This registration form can be found digitally at <https://midamericamuseum.org/science-after-school> or attached at the end of this handbook. All information needed on the registration form is a requirement of either Arkansas DHS OST licensing or Mid-America Science Museum. This information allows us to provide the best quality program for your child. If you have any questions about the information needed please contact us.

Registration Cost:

First Time Registration: \$30.00

Returning Registration: \$15.00

Families registering more than one child will register each additional child at \$10 per registration (first time) or \$5 per registration (returning).

Notice: Children who have never attended the program before are considered first time registers, even if a sibling has attended the program.

Enrollment:

A child's enrollment in Science After School is defined as the scheduled days the child is signed up to attend. We ask that you have a set schedule of days your child is expected to attend. This enrollment schedule is made at registration and can be for 1 day up to all 5 days a week. If your child's enrollment schedule needs to be changed, written notification by the parent/guardian must be given to the program. A child's enrollment is assumed to remain the same as what is marked on the registration form unless notified otherwise. If you choose to remove your child from the program, notify us immediately. If we are not notified, enrollment will still be charged to the child's statement until they have missed four consecutive weeks of enrollment.

Enrollment Costs:

\$10 per day enrolled

Student statements are charged per day enrolled in the program - not per day attended. If a child is absent, without notice, on a day enrolled parents/guardians will be notified and their statement will be charged. If a child is present on a day they are not enrolled, parents/guardians will be notified and their statement will be charged.

If you know your child will be absent from the program on a day they are enrolled, the Science After School staff must be notified before 10:00 AM, day of, to not be charged enrollment costs.

Enrollment will not be charged due to public school closings or closings due to holidays or weather.

Payments:

Payments should be made by Sunday at midnight for the upcoming week's enrollment. These can be made anytime online at <https://midamericamuseum.org/donate/science-after-school> or during regular business hours Thursday-Saturday 9-5 or Sunday 1-5.

Notice: All payments must be taken online or through the front desk. No payments can be accepted in person Monday - Wednesday or after 5:00 on Thursday and Friday.

Statements:

Student statements are updated every Monday morning to reflect their enrollment for the week as well as any changes, absences, payments, made the week before.

Parents have the choice to receive their statements by email or paper. Statements will be distributed to parents/guardians by 6 pm on the first of every month (or the following Monday if the first falls on a weekend). These statements reflect any changes to the child's account, a record of payments made, and enrollment charges for the month. Upon receiving statements, there is a seven day grace period to make the statement balance positive. After 7 calendar days, the account will be charged a \$10 late fee per week not recovered.

Fees:

Late Pick Up Fee \$1.00 per minute

Late Payment Fee \$10.00 per week

Return Check Fee \$25.00

Transportation and Pick-Up:

Transportation:

Mid-America Science Museum is not responsible for any transportation to or from the Museum for Science After School. Currently, transportation is provided by the participating school districts from school to the Museum. Parents/guardians are responsible for notifying and confirming this transportation with their child's school. Additionally, Mid-America Science Museum is not responsible for safety or the events that occur during the time of transportation. Please refer to the [Transportation Agreement](#) attached at the end of this handbook.

Pick Up:

Pick-up from Science After School must take place by 6:00PM through the main entrance. Parents, guardians, emergency contacts, and additional listed authorized signers are the only ones allowed to sign out and pick up students from SAS. These individuals must be recorded in the child's registration form and any changes to these authorizations must be done in writing prior to pick up. Please be aware, and notify any authorized signers, that you, and they, may be asked to show identification upon picking up students. We understand this may be an inconvenience but we thank you for understanding our commitment to your child's safety. If you are late to pick up your child you will be given a 5 minute grace period and then charged \$1 per minute late thereafter.

Notice: Students being picked up from the bus (in the Museum parking lot) will still need to be signed out and will be charged enrollment for the day even if they do not come inside, assuming the program was not notified by 10:00 AM.

Behavior Policy:

We at Mid-America Science Museum and Science After School believe that it is through positive and respectful relationships that all people are able to succeed. Our staff works intentionally to demonstrate respect to our students and we expect the same from them. Students and staff are expected to:

Respect themselves and others
Respect the Museum and its exhibits

In terms of behavior management, our goal is to always have the students engaged and enjoying our programming. By doing so, positive and respectful behaviors come naturally. When necessary, we will use redirection and reinforcements to get a student back on task. Physical punishment will never be administered by a Mid-America Science Museum / Science After School staff member. We ask that while the children are on our campus that you do not discipline your child with physical punishment.

If a child is to be placed into a time-out they would serve an amount of time that is equal to their age as allowed by DHS licensing.

Children who become a danger to themselves or others will not remain with other students for the day - and could potentially be removed from the program. Offenses of bullying, physical harm to others, or flagrant disregard of safety and/or instructions will result in a conference with the parents/guardians. This behavior could also lead to removal from the program.

Notice: If your child has specific behavioral tendencies or needs please clarify these in the registration packet and with our staff. The more information we have the better we can serve your child.

Remember, if at any time you have questions, concerns, or suggestions contact us.

Medical Policy:

DHS licensing requires that we receive and maintain all relevant medical information of the children in our care. This information includes the child's medical history, medications taken, allergies, as well as their doctor's name and number. All this information is kept confidential. The only time this information is shared is with emergency medical professionals if the child ever becomes in need of care.

Injuries

If a minor injury occurs while at Science After School, a staff member will inform you at pick up time. If a more serious injury occurs, the parent will be notified via phone. If the injury requires medical attention, the parent will be asked to pick up the child immediately. Staff members are not allowed to transport a child to the hospital or doctor in their own vehicles.

In a medical emergency, staff will call 911 and then call parents immediately. If staff is unable to reach a parent, then the next person on the emergency contact list will be called until there is an answer. Please refer to the [Emergency Medical Release](#) attached at the end of this handbook.

Medication

We at Mid-America Science Museum do **not** administer medication to any students. We do however understand that there are situations in which students have emergency medications with them (inhalers, epi-pens, etc.). If your child has **any** medications with them we must be notified in writing. Medications are to be given to the lead educator in their original container and labeled with the child's full name, medication name and dosage. All medications will remain at our program in a lock box except for emergency medication such as: inhalers, epi-pens or eye drops which are carried in the lead educator's backpack and returned to the parent at sign out.

Illness

Sick children are not allowed at the afterschool program per DHS policy. Colds and other illnesses are often contagious and can spread easily. If your child develops any of the following symptoms during SAS, we will contact you to pick up your child and follow the guidelines related to your child's condition.

The following is a time schedule that notifies you when your child is able to return to our program after having an illness:

May return after 24 hours symptom free

- *Fever of 100.5 or higher
- *Two occurrences of diarrhea
- *Vomiting

May return with doctor's note

- *Sore throat
- *3 days of persistent cough
- *Meningitis
- *Shingles
- *Tuberculosis
- *Whooping cough
- *Influenza
- *Hepatitis A
- *Salmonella
- *Giardia Lamblia
- *Lice or scabies

May return after 24 hours of treatment/rest and doctor's note

- *Red/inflamed eyes with discharge
- *Conjunctivitis (drops)
- *Fifth disease
- *Impetigo (cream)
- *Ringworm (cream)
- *Too ill to take part in activities inside or outside
- *Green, yellow or brown mucus from nose or mouth for more than 3 days

May return when there are no open sores present and doctor's note:

- *Undiagnosed skin rashes

May return after 2 days with medication and doctor's note:

- *Strep throat

May return after 3 days and doctor's note:

- *RSV
- *Coxsackie

May return after 4 days and doctor's note:

- *Rubella
- *Measles
- *German measles

May return after 6 days and doctor's note:

- *Chicken pox

May return after 9 days and doctor's note:

- *Mumps

Notice: If your child is not well enough for school, they are not well enough for our program. Also, please notify us if your child contracts a communicable disease so we can inform other parents. If your child does get lice, please notify the director as soon as possible so that staff can check other children and notify parents. All camper names are always kept confidential.

Covid-19 Policy:

We will be following school guidelines for masking requirements.

In order to meet the requests of the schools, classrooms will be separated by district. This separation allows us to be best prepared in our next steps if one campus has to close to students due to the virus.

Like any other illness, parents will be notified if there is a reported case within the program. If the Museum has to close due to a reported case parents will be notified immediately and their enrollment will be paused until reopening of the Museum and program.

Disclosure:

All information (including policies and dates) in this handbook is subject to change in response to updated Mid-America Science Museum or Department of Human Services guidelines, as well as school, state, and federal guidelines and closures.

Authorization to Produce and Use Audiovisual Materials

I hereby voluntarily authorize Mid-America Science Museum's Science After School Program to produce photographs, video recordings of the below named student. I understand that these photos or videos may be used as promotional material for Science After School and/or on the Mid-America Science Museum's website or other social media. Furthermore, I understand that no compensation will be received for such photos or videos. I understand that permission may only be revoked by a written request. This consent shall remain in effect unless revoked by such written request.

Child's Name: _____ Date _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Transportation Agreement

By signing below I understand that Mid-America Science Museum is not responsible for any transportation to or from the Museum for the After-School Program.

Child's Name: _____ Date _____

Parent/Guardian Name: _____

Driver's License Number & State _____

Parent/Guardian Signature: _____

Emergency Medical Release

If emergency medical care is necessary and I cannot be reached, I authorize Mid-America Science Museum's Science After School staff to act on my behalf in granting permission for my child to receive emergency medical treatment. Parents are responsible for all expenses incurred as the result of medical treatment.

Child's Name: _____ Date _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Notice of Mandated Reporting

I, _____, parent/guardian of _____ understand that upon the enrollment of my child in Mid-America Science Museum's Science After School, children may be subject to interviews by Childcare Facility licensing staff, child maltreatment investigators, etc. In addition, Mid-America Science Museum and its staff are mandated reporters and are therefore required by law to report any and all evidence or signs of abuse, neglect or other child maltreatment.

Date _____

Parent/Guardian Signature: _____