



Parental Notification Policy

The Parental Notification Policy lists the procedures on how and when we contact parents/guardians of our before and after school program participants

Emergency Closings – Parents/Guardians are notified via the Rained Out message alert system when there is an unscheduled program closure. Parents/Guardians are responsible for registering to receive these alerts for the program that the child attends.

Illness – If a child becomes ill during the before/after school program, the program staff will contact the parents/guardians listed on the front of the child’s emergency card. If they can not reach the parents/guardians, and the child must be picked up from the program, the staff will contact the emergency contacts listed on the back of the orange card.

Injury – For any injury that occurs during the before/after school program, which requires first aid treatment, the parents will be required to sign off on an incident report

- If a child has a minor injury during the before/after school programs, staff will complete an incident report and parents will be notified at pick up or drop off.
- If the injury is an injury to the head/face, involves a fall from a height greater than the height of the child, or the child can not be consoled. The staff will call the child’s parent/guardian and will leave a message if the person does not pick up.
- If the injury is major, and the child will need further medical attention, the staff will first attempt to call the parents/guardians listed on the front of the emergency card. If the parents/guardians can not be reached, the staff will call the emergency contacts.

Behavior – If a child is exhibiting minor or major behavior violations, the staff will notify parents during pick up or at drop off. If the child exhibits a critical behavior violation or can not be controlled, the staff will call the child’s parents/guardians listed on the front of the orange emergency card first. If the parents/guardians can not be reached, the staff will call the emergency contacts listed on the orange emergency card.