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# AFTER-SCHOOL PROGRAM PARENT HANDBOOK

**Welcome  
We know how much parents value communication, below you’ll find information that will help improve your families experience with Yes I Can Basketball.  
  
Attendance  
Site director will take attendance every day, making sure each registered child is where they are supposed to be.   
  
Absences  
When your child is going to be absent from the afterschool program, please call or email the program director BEFORE his/her normal arrival time. It’s very important you do this, otherwise we’ll assume your child is “lost in transit” and send out a search party.   
  
If a Child does not show up  
If a child who is pre-registered does not show up for the after-school program our staff will:   
1. Verify the child’s school attendance that day and if the child left school early or not. Talk with the child’s teacher or front office staff  
2. Check bus departure area  
3. Contact Parents  
4. Conduct search to possibly include notifying local police   
  
  
Emergency School Closings  
If schools are closed due to weather, an act of God or for any reason – our after-school program will also be closed. Parents will be updated through the following process:  
1. Updates will be posted to the after-school page on yesicanbasketball.com  
2. Emails will be sent to the email(s) address you used to register  
3. Text messages will be sent out to the phone number(s) you used to register   
  
Accidents/Injuries  
If a child has a minor accident or injury our staff will administer basic First Aid treatment. Examples of “minor accidents” would include insect bites, bumps, bruises, scrapes, etc. If a serious accident occurs (such as a deep cut, chipped or loosened tooth, hard blow to the head) which needs medical attention, parents will be contacted immediately.   
  
Care of Mildly Ill Children  
If your child is sick, hopefully they didn’t come to school that day. If they did come to school, they cannot come to the after-school program and cannot return until they are no longer sick. If your child becomes ill during the after-school program our staff will have the child rest in a quiet area of the room, isolated from the rest of the children and will contact you to pick up your child. If you cannot be reached, our staff will call the emergency backup people you list on the registration form.   
  
Administration of Medication  
Our staff will only administer routine medication if the following conditions are met:  
1. Parent has signed the Medical Permission Form  
2. Medication is routine, examples of this include Aspirin, Advil, Ibuprofen, etc.  
3. Medication is in the originally labeled prescription bottle  
Our staff cannot administer insulin for diabetics.  
  
  
Discipline and Behavior Management**  
School rules are extended to our after-school program. Inappropriate behavior will not be tolerated, we will contact parents about inappropriate behavior and if the behavior still persists the child will be dismissed from the program.  **After School Program Contact Information**

**Charleston Region   
Director  
Marcus McGovern  
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Director  
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