



**After School Program
KCA Stay and Play**

Director:

Molli Tipton

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KCA (423)607-7522

(423)228-4408

Director:

18 hours inservice training annually

High school diploma

4 years experience with adolescents

Assistant:

12 hours inservice training

18 years old or older

All staff files:

Orientation and Child Abuse Prevention training

Background check

Educational background

Reference checks

TBI check

Physical exam

Inservice training hours

Reviews

CPR/First Aid training

Program Activities:

Children have time for self-directed and adult-directed activities

Monitor computer use

Sports or physical activity offered, weather permitting

Daily opportunity for learning, self-expression and enrichment activities

Children will receive child abuse awareness and personal safety information

Policies and procedures should be made available in a handbook

Students should bring an after school snack daily

Adult Child Ratio:

K-12 years old 1:20

Student Records:

Immunizations (school)

Special health needs (copy of health and emergency forms kept)

Parents notified if injury or illness

Parents notified of communicable diseases

Health/Emergency:

Medication policy from school followed

First Aid kit present and accessible

Emergency Operations Plan kept on file with program