



Dear Parents and Guardians:

Our after-school program will begin on Tuesdays starting on September 7th from **3:45Pm—4:45PM** at the Alden Public Library. The program is free to the community, we just ask that you register your child(ren) by September 3rd. Please note that those registered do not have to come every week. A tentative calendar of events is attached for your review.

Registration forms can be picked up at the library, emailed to you by calling 515-859-3820 or printed from our website at [www.alden.lib.ia.us](http://www.alden.lib.ia.us).

All children who come to after-school programming are expected to follow some basic rules: **children will listen to the staff and volunteers, be respectful of others feelings and property, participate in scheduled library activities, and help clean up before leaving.** Children who cannot follow the rules or refuse to participate in the scheduled activity will be asked to leave. If school is cancelled for any reason, there will be no programming at the library. For safety reasons, we ask that children do **NOT** play outside on library property while waiting before or after programming.

Please make arrangements for your child(ren) to be picked up at the library promptly after programming at 4:45PM and ensure that your child(ren) know the plans for pickup.

If you have any questions or concerns, you can call the library at 515-859-3820. You may also like our Facebook page at [facebook.com/aldenpubliclibrary](https://facebook.com/aldenpubliclibrary) to keep up with activities and changes to programming!

Thank you and we look forward to seeing your children in September!

# 2021-2022 After School Program Schedule

Tentative Schedule, may change according to needs.  
Please dress appropriately for activities labeled as outside.

## September

- 7 Back to School Bash
- 14 Lego/Coloring Day
- 21 Game Day
- 28 Alphabet Art & Library Lessons

## October

- 5 Lego/Coloring Day
- 12 Music Day with Aaron
- 19 STEM Activities
- 26 Halloween Crafts & Games

## November

- 2 Lego/Coloring Day
- 9 Nature Bingo (outside)
- 16 Game Day
- 23 Thanksgiving Craft
- 30 Cupcake creations

## December

- 7 Lego/Coloring Day
- 14 Winter Games
- 21 Holiday Crafts
- 28 NO PROGRAM

## January

- 4 Lego/Coloring Day
- 11 Mini Golf & other games
- 18 STEM Day
- 25 Game Day

## February

- 1 Fun in the Snow (outside)
- 8 Valentine's Day Craft
- 15 Lego/Coloring Day
- 22 Game Day

## March

- 1 Lego/Coloring Day
- 8 STEM Day
- 15 St. Patrick's Day Craft and activities
- 22 Library Scavenger Hunt
- 29 Game Day

## April

- 5 Lego/Coloring Day
- 12 Mad Libs Day
- 19 Spring Nature Day
- 26 Bubbles Day

## May

- 3 Lego/Coloring Day
- 10 Spin Art Day
- 17 Will it fly? LAST DAY

**Dr. Grace O. Doane Alden Public Library 2021-2022 After School Program Registration Form**

**PART A: Child's Information**

Child's First Name Last Name Birth Date D/M/YY Age Grade

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Child's First Name Last Name Birth Date D/M/YY Age Grade

Child's First Name Last Name Birth Date D/M/YY Age Grade

Address Apt/Unit City/Town Postal Code

Does your child have special needs, medical conditions, or allergies?  Yes  No

If yes, please describe:

**PART B: Family/Guardian Information**

Home Phone Email

Parent 1 First Name Last Name Cell Phone Work Phone

Parent 2 First Name Last Name Cell Phone Work Phone

Address if different from child's (please specify which parent)

**PART C: Emergency Contact Information**

Please provide the names of two adults (in addition to parents listed above) who will be responsible for your child in case of an emergency, library closing, or behavior issues.

1. First Name Last Name Cell Phone Business Phone

2. First Name Last Name Cell Phone Business Phone

**PART D: Waivers, Disclaimers & Consent (Please initial in each box)**

Photography & Media Release

I hereby give Dr. Grace O. Doane Alden Public Library and its partners and affiliates consent to use and reproduce my child's name/image for promotional purposes related to the Alden Public Library.

My child's first name/image may be published or used in newspapers, promotional video, television commercials, program brochures, poster, website, Facebook, twitter, other social media or otherwise displayed to the public or used for other educational/fundraising purposes. I release Dr. Grace O. Doane Alden Public Library from any and all claims, of any nature, based on any uses of the above.

**Liability Waiver**

I, the parent/guardian of the child named above give permission for such child to participate in the programs and services of the Dr. Grace O. Doane Alden Public Library and consent to any necessary first aid or emergency medical treatment being given or provided for the child, waive any claims against the Dr. Grace O. Doane Alden Public Library, the sponsors of said programs, or any of the library representatives, employees or volunteers, in respect to any personal injury to such child or to any other person or any loss of or damage of property, arising in any way at, from or in connection with the programs and services at the Dr. Grace O. Doane Alden Public Library. I am providing this waiver on behalf of such child and on behalf of any other family members or other persons who might be entitled to assert such a claim as well as on my own behalf.

**Code of Conduct**

I have read the code of conduct and reviewed it with my child.

**Unattended Child Policy**

I have read the unattended child policy and reviewed it with my child. Programming ends promptly at 4:45PM. Please make arrangements to pick them up at that time.

**Library Materials**

I understand that if my child uses a library card to check out library materials (books, movies, audios, puppets, puzzles, etc.) and, fails to return them by their due dates, I am financially responsible for these items. Parents or guardians may decide when their child is mature/responsible enough to have a library card of their own. If you have concerns or uncertain if your child has a valid library card, please call the library at 515-859-3820.

**Cell Phones**

I understand that my child will not be able to have their cell phone out during programming and have reviewed this with my child.

**Emergency Plans**

I have a plan in place and have reviewed with my child in case of an emergency closing, illness or behavior issue requiring my child to leave the library.

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Parent/Guardian Signature

\_\_\_\_\_  
Date

## **The Dr. Grace O. Doane Alden Public Library Unattended Child Policy**

The Dr. Grace O. Doane Alden Public Library asks parents to join us as partners in ensuring the safety of our younger patrons. Because the library is a public place, and because library staff is generally busy helping library patrons, they are not responsible for supervising children who are using the library. **The use of the library as a temporary baby-sitting service is strictly prohibited.** Parents, please make sure your children are with responsible caregivers at all times. Leaving children unattended may put them at risk.

The Dr. Grace O. Doane Alden Public Library welcomes all children to use our facility and services. However, responsibility for children using the library rests with the parent/guardian or assigned chaperone. **Children are expected to behave in a manner conducive to maintaining an appropriate atmosphere in the building for all patrons.** For the safety and protection of our youth, the Alden Public Library Board of Trustees has developed the following rules:

- Children pre-school age and younger must be accompanied and supervised by a responsible caregiver. This caregiver must be in the immediate vicinity of and in visual contact with the child. An exception would be children attending a library program without a parent/caregiver in the room. However, the parent/caregiver is expected to immediately join the child at the end of the program.
- Older unsupervised children are welcome to use the library as long as their behavior is not disruptive.
- The library assumes no responsibility for an unattended child.
- Staff members cannot monitor everyone who enters the facility and all adult patrons are free to use any public area within the library. For safety's sake, parents should make sure that their children are sufficiently mature before allowing them to visit the library by themselves.
- Parents should be advised that if their children misbehave, they may be told to leave the library and the library grounds. **If a child is not able to leave the library without an adult, he/she should not be in the library alone.**
- Parents/Guardians are legally responsible for their children's behavior whether present to supervise or not.
- Thirty minutes before closing time, any unattended children will be informed of the approaching closing time and asked when he or she will be picked up. Library staff will make sure arrangements have been made and that the child has been picked up, before leaving for the night. Older children may walk home, if given permission by their parents or guardians. Library staff is not allowed to give rides to children. Parents will be contacted if their child is left without a way to get home more than once. (This does not pertain to neighborhood children playing outside at closing time.)
- If the library is closing at the regular time or in an emergency situation and a parent or guardian of an unattended child cannot be located, the Sheriff's Department may be called to take the child.

*The Alden Public Library assumes no responsibility for children of any age left unattended in the library.*

Revised and Approved by the Alden Public Library Board of Trustees:

2009

2012

June 2016

## **Dr. Grace O. Doane Alden Public Library Conduct Policy**

All library users and employees should be free of any threat of harm, invasion of privacy, or personal indignity. To ensure the protection of these rights, the following rules have been implemented.

### **Conduct is prohibited that:**

1. Interferes with the rights of the individuals to use library materials and services
2. Interferes with the ability of library staff to conduct library business
3. Threatens the secure and comfortable environment of the library
4. Interferes with the peaceful enjoyment and environment of the library through sounds, noises, activities, etc.

### **Prohibited conduct may include but is not limited to the following:**

1. Willingly harassing, annoying or threatening another person.
2. Behaving in a disorderly, loud, or obnoxious manner.
3. Interfere with another person's passage within the Library or on Library grounds.
4. Consume or possess unauthorized alcohol or other controlled substances in the Library or on Library grounds.
5. Possess any devise that could be used as a weapon or other weapon prohibited by City Ordinance or State Statutes.
6. Deface or destroy Library property
7. No smoking in the Library or on Library grounds.
8. Be in the Library after hours without permission.
9. Interfere with the Library's right to maintain a clean, pleasant, and safe environment.
10. Campaigning, petitioning, interviewing, survey taking, soliciting, and selling, unless authorized by the director or person in charge.
11. Bring in unauthorized animals into the Library except service or therapy animals.
12. Play audio equipment at a volume that is disturbing to others.
13. Willfully expose patrons and staff to offensive images or language.
14. Use the Library's telephone for extended periods of time, or so frequently, as to prevent others from using this service.
15. Use cell phones to take unauthorized photos or video of Library property, staff, or other patrons unless authorized by the Director or person in charge.
16. Children will not play outside on Library grounds.

## **Enforcement of the Rules**

These conduct rules are merely guidelines. The Library staff may use their discretion in enforcing these rules and judging other behavior to be inappropriate, dangerous or offensive.

- Minor offenses will result in two warnings before the patron is asked to leave the library for the remainder of the day.
- Moderate offenses will result in only one warning before asking the patron to leave the library for the day and may result in a patron being asked to not return for two days to a full week.
- Serious offenses may not come with any warning. The patron may be asked to immediately leave the Library and may not be allowed back on Library property, or law enforcement may be asked to intervene.
- Letters may be sent home to parents if a minor violates the Library Code of Conduct detailing the incident and consequences.
- The Director has the authority to permanently ban patrons from the library in extreme cases.
- Repeat offenses may lead to patrons losing their library privileges for an extended period of time.
- Exceptions to the above may be authorized by the Library Director and/or his/her designee.
- Appeals to the Director's disciplinary action must be submitted in writing to the Board of Trustees.

**Approved by the Dr. Grace O. Doane Alden Public Library Board of Trustees:**

**August 2016**

**February 2021**