



# HIGHLAND PARK PUBLIC SCHOOLS

Office of the Before & After School Programs  
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Date: Jan 31, 2024

To: Site Managers, Assistant Managers

Subject: Notification of Incidents

From: Colin Mackintosh, Director of Before & After School Programs

CC: Ashley Lubas, Supervisor of Programs

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The purpose of this memorandum is to emphasize how to properly document incidents and when to contact Program Administration. All documents are required to be stored in the Directors' Office. Documents are **not** permitted to be stored in any additional area without written permission. **The staff member who witnessed the incident is required to fill out the required documentation.**

- All behavioral incidents that require staff mediation must be documented on the paper incident report form. This form must be filled out, signed, and sent to the Director within 24 hours.
- All physical incidents must be documented on the paper incident report form. This form must be filled out, signed, and sent to the Director within 24 hours. The Site Manager or Assistant Manager should also report the incident to the Supervisor of Programs and/or Director via email immediately. ***All physical incidents must be reported to a parent/guardian before the conclusion of aftercare.*** If you need assistance in contacting a parent, please contact the Supervisor of Programs or Director immediately.
- All restraints must be reported to the Supervisor of Programs **and** Director immediately after the students and staff are safe. Site Managers are required to fill out the restraint document immediately. Guidelines for reporting can be found on the form.
- Site Managers must immediately notify the Director of Programs via cell phone if a student is in attendance after 6:00 pm.

## Contact Information:

Ashley Lubas, Supervisor of Programs: 201-819-9075  
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