

Hawk Soar Parent Handbook Policies and Procedures

PHILOSOPHY

Out-of-School Time Program strives to provide qualified staff to care, nurture, teach and mentor youth.

MISSION STATEMENT

To provide quality programming in a safe, nurturing and educational environment, to instill in youth a passion for learning and to further develop character and social skills helping participants to become responsible citizens in a global community.

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Welcome

Dear Parents/Guardians,

The staff at the *Out-of-School Time Program* would like to take this opportunity to welcome your family to the *Out-of-School Time Program*. Where our students are encouraged to pursue their own interests, develop lasting friendships, and grow confidence, independence, and respect for themselves and others. This parent handbook outlines what you may expect from the *Out-of-School Time Program* and what the program expects from you in return. We hope it will be helpful and we welcome your suggestions and feedback.

Out of School Time Program Responsibilities & Expectations

As providers, WE agree to:

- ❖ Provide a consistent, quality and respectful program
- ❖ Provide a safe, wholesome and challenging environment
- ❖ Listen to student's concerns and answer their questions
- ❖ Treat each student with respect and dignity
- ❖ Respect each student and family's confidentiality
- ❖ Be sensitive to all cultures
- ❖ Encourage creativity, growth, and foster self-esteem in each student
- ❖ Assist each student in educational and recreational development
- ❖ Provide positive reinforcement and mild consequences to the students for negative conduct

As a student, I agree to:

- ❖ Listen and abide by all directions of staff and teachers
- ❖ Be on time
- ❖ Practice respect to ALL other students and staff
- ❖ Practice respect of property
- ❖ Stay with my group at all times
- ❖ Try to resolve all conflicts or problems in a productive manner
- ❖ Leave personal belongings at home
- ❖ Remain drug, tobacco and alcohol free
- ❖ Display a positive attitude, be kind and show appreciation
- ❖ Have the right to feel safe at the *Out of School Time Program*
- ❖ Not disrupt the program or jeopardize the health and well-being of students and staff
- ❖ Have the choice of how I behave, with the full understanding of the consequences of my choices
- ❖ If a student chooses to bring games, puzzles, books, and personal items, he/she must be prepared to share them with others, and parents must recognize that the staff cannot be responsible for loss or damage of these belongings.

General Information

Our Staff

The *Out-of-School Time Program* strives to hire and train the best qualified staff. Our staff are committed to providing engaging opportunities to the youth participating in our program.

Communication

The *Out-of-School Time Program* utilizes many different forms to communicate information to our families. The use of phone trees, emails,

web postings, and flyers will be used throughout the school year to get information out to our families.

Dress Code

As students participate in activities, it is important for them to have proper dress for the occasion. If you have an old, adult shirt that could be worn to cover up the student's clothing while participating in projects, please send it with your child. Please make sure you provide appropriate clothing for weather activities.

Parent Involvement

Parent concerns, opinions, and suggestions are encouraged at any time. Communication with the program director, site manager, or staff assistants is encouraged. The *Out-of-School Time* program is continually building community partnerships. We are always looking for parent involvement in building community awareness in the importance of afterschool programs.

Parents are encouraged to participate and volunteer in the program at anytime.

A Parent Center will be available at the program site. It will display parent calendars and newsletters, which will inform parents of what is happening in their student's program. The center will make available information on upcoming events and additional parenting resources.

Volunteer Information

The Out-of-School Time Program operates with the help of many volunteers in the community. These volunteers are required to fill out an application. We do not allow our

volunteers to be alone with the students at any time. There is always a paid staff present to provide supervision.

Enrollment

Enrollment in the program shall be granted without regard to race, sex, religion, color, national origin, or ability to pay. Enrollment is open to any student who has a need for an extended day program. Student ages 5-14 years old are eligible to participate in the *Out-of-School Time Program* and are enrolled on a "first come, first served" basis or by referral. Kindergarten students that attend full day kindergarten or afternoon kindergarten are eligible to attend the *Out-of-School Time Program*.

Children with special needs (physical, emotional or mental disabilities) are eligible to participate in the *Out-of-School Time Program* as long as existing staff is able to provide adequately for the student's needs in the Extended Day setting. We are not able to accommodate students who do not have age appropriate hygiene skills. We also cannot accommodate students who are unable to follow the *Roles & Responsibilities*. Parents of students with special needs are required to make an appointment with the site manager prior to registering the students in the program.

The *Out-of-School Time Program* enrollment will be open to all students attending the school site. If the enrollment has not reached capacity students at each site (varies according to site), enrollment may be opened to neighboring schools.

Registration

Before your student can begin participation in the *Out-of-School Time*

Program a registration packet must be completed. The registration packet includes:

1. Youth Information
2. Parent/Legal Guardian Information
3. Emergency Contacts
4. Special Health Needs (allergies, medical needs, etc.)
5. People other than the parent/guardian who are authorized to pick up the youth
6. Fieldtrip/Transportation Release
7. Emergency Medical Treatment Release
8. A Computer and Internet Acceptable Use Agreement

Current emergency information and medical treatment form will be kept on file for each student. It is the parent's responsibility to keep the program informed of any change in their child's emergency, medical or physical conditions.

In case of serious illness or injury, the staff will follow parental instructions written on the student's medical treatment release form. However, in all cases, staff will call for emergency assistance in situations that are deemed to be serious enough in nature as to cause harm to your child's life.

Program Information

Sign In/Out Procedure

The following procedures will be followed when youth arrive or leave the program.

- Each youth must be signed in and out of the program by the person dropping the youth off and picking the youth up, including the date and time the youth arrives or leaves.
- Youth may sign themselves in and out of the program only with written permission from the parent/guardian.
- Persons signing youth into the program shall use identifiers, such as a signature, initials, or electronic code.
- Persons signing youth out of the program shall use identifiers, such as a signature, initials, or electronic code, and have photo identification if they are unknown to the provider.

Only parents or persons with written authorization from parents will be allowed to take youth from the program. In emergency situations, the parent may give verbal authorization to the program staff. The staff will question anyone that is unfamiliar to them and check their authorization to pick up a student. If someone else is picking up the student, notification to the site manager is required in writing.

Parents are required to provide their own transportation for the student's pick-up each day. Whenever a student is picked up, a responsible adult must go in and

sign the student out on their student's sign-out sheet or on the site computer.

Arrival to Program

Example for School-Based Program:

- Youth in grades 1st-6th will arrive to the cafeteria from their school day classrooms on their own. The kindergarteners will need to be picked up from their classrooms and escorted to the cafeteria.

Example for CBO or Private Provider:

- Youth will be picked up from their schools in designated program vehicles. When youth arrive to the vehicle staff will sign them in on the sign in sheet. Once all youth have arrived the staff will depart. If a youth does not arrive to the vehicle staff will follow these procedures:
 1. Call the out-of-school time office to see if the youth's parents/guardians have called or left a message.

2. If the parents/guardians have not called, the staff member and all youth in the vehicle will go into the school to talk to the main office. If the main office does not have any information on the youth, an announcement will be made over the PA system for the youth to join the vehicle.
3. If the youth does not show after 10 minutes, call the Out-of-School Time office and follow procedures for a missing youth.

Departure from Program

Each youth's registration form indicates the available departure options, such as bus, walk home, parent pick up, sibling pick up, etc. We release your student as indicated on their registration form. Please contact the Out-of-School Time office in the event that a departure option has changed.

Dinner

Dinner is available, free of charge for all after-school participants.

Healthy Practices

Staff and youth will wash their hands with liquid soap and warm running water at the following times:

- After using the toilet
- Before and after eating
- Upon returning from outdoor activities
- After wiping noses
- After handling animals
- Before and after food preparation

Hand washing procedures will be posted throughout the program area. All areas utilized for food preparation or eating will be sanitized prior to use.

Space will be provided to store individual student belongings during program hours.

Policies

Child Abuse/Neglect Reporting Requirements

All staff members are legally required to report any instance of observed or suspected child abuse or neglect to the proper authorities.

Exclusion of Staff and Youth

If a youth has a communicable disease, the youth must be removed from the program until the proper treatment has been completed and/or the doctor releases the student.

Youth with any of, but not limited to, the following symptoms should not attend the *Out-of-School Time Program*

- Fever
- Diarrhea
- Vomiting
- Undiagnosed Rash
- Inflamed or Matted Eyes
- Severe cold, cough, and/or sore throat

We do not care for ill youth. If your student shows signs of illness after arriving at the facility, we will separate the him/her from the other youth. If your student becomes ill during program time, the Site Manager will contact you and require you or an authorized person to pick the student up from the program.. If a parent cannot be reached, the youth's emergency contact numbers will be called.

Medication

We prefer not to give any medication to youth, but if a youth is to receive any medication during the hours of the program, the following policies must be adhered to.

Our program will administer medication to a youth only after receiving a completed medication release form from the child's doctor. For each youth receiving medication at the program, the release form will include:

- Name of the medication
- Illness/condition being treated
- Dosage
- Route of administration
- Times/dates to be administered
- Parent/guardian signature

Attendance Policy

For the safety of your student, we ask parents to notify the *Out of School Time Office* if their youth will not be attending the program according to registration guideline In the event of illness, vacation or other activities on a regularly scheduled attendance day, the

Out-of-School Time Program site manager needs to be notified by parents. A written note or personal phone call is suggested to notify the manager. s. If the youth has attended the school day and has not arrived to the program, staff will attempt notify a parent or emergency contact.If parents, guardians, and emergency contacts cannot be reached and the child is not located, local law enforcement will be called.

Transportation / Field Trips

At our program we do not transport after the program. Youth may walk home from school if a walking release form is submitted by their parent or legal guardian. Our program policies apply to the transportation of youth to and from off-site activities.

All vehicles used for transporting youth to and from our program will be currently registered and maintained in a clean and safe condition. No youth will be permitted to remain unattended in the vehicle. Youth will remain seated and buckled while the vehicle is in motion. Keys will be removed from the vehicle at all times when the driver is not in the driver's seat. Each vehicle used will be driven by an adult with a current state driver's license that authorizes the driver to operate the type of vehicle driven

For each enrolled youth a transportation release form signed by the parent or guardian will be on site at our program (included during registration process).

If there are delays with the return of a field trip, a program staff member on the field trip will notify the program office, then parents or legal guardians will be notified by a program staff on site.

Youth Accident/Injury

If a minor accident or injury (a scrape, cut, bump, etc.) occurs with a youth during program times the staff person attending to the youth will administer first aid and complete a report. A copy of the report, including how the incident occurred and steps taken will be given to the parents upon pick up of their child. If a parent or legal guardian does not pick up the youth, a copy of the report will be mailed to the parent/legal guardian's address.

Computer Use and Internet Safety

It is the policy of the *Out of School Time Program* to permit students to have internet access. The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world, comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a global network it is impossible to control all materials and an industrious user may discover inappropriate information. In general, the user's responsibilities require decent, ethical, polite, efficient, and legal use of the network resources. Staff will instruct and supervise the student on acceptable use of the internet resources and proper network etiquette.

An Acceptable Use Contract must be signed by the student and his/her parent or guardian. The purpose of this policy is to ensure all students and parents understand the guidelines that must be followed to gain internet access.

Grievance Process

The *Out of School Time Program* is an equal opportunity employer, and holds that all employees, parents, and youth shall be free from all forms of discrimination and conduct which can be considered harassing, coercive, disruptive, or in violation of any civil rights.

- Employees, parents, and youth wishing to appeal decisions and/or actions made by the *Out of School Time Program* shall first discuss the complaint with the Program Director. The Program Director shall conduct an investigation into the complaint as deemed necessary. The Program Director shall render a decision within ten (10) business days.
- If you are unsatisfied with the decision made by the Program Director, you may appeal in writing to the *District Administration*. The *District Administration* will review the complaint along with the decision of the Program Director and any material gathered as a result of the investigation. The *District Administration* shall render a decision within 20 days of receipt of the written appeal.
- Should the decision of the *District Administration* be unsatisfactory, you may appeal in writing the *District Board*. The *Board* shall review all information submitted from the Program Director and the *District Administration*. The *Board* may hold a hearing with you if necessary to determine the final decision. The decision of the *Board* is final.

Behavioral Expectations

It is the goal of the *Out of School Time Program* to guide youth in becoming happy, responsible, cooperative participants through positive, non-threatening teaching techniques. We want to increase youth's respect for themselves by guiding them to become responsible for their own actions, and to help them grow in their respect for the rights and feelings of other people. It is our policy to avoid forms of discipline that might impair the youth's self-respect. The staff's role is one of a strong leader and role model helping youth grow towards self-discipline and self-direction. Every effort will be made to obtain information that will help us understand your youth. This may include conferences with parents, classroom teachers, program director, program manager, site managers, staff assistants and school principals. When behavior problems arise, youth will be given options. We will find out what works best for each youth.

The program uses discipline to encourage the youth's self-control and reduce risk of injury and any adverse health effects to self or others. The program will use the following positive discipline measures for youth or follow the day school behavior management plan:

(Example)

- ❖ Positive behavior rewards such as:
 - Club Bucks for good behavior to be used to purchase an item from the "Store"
 - Monthly party if everyone receives a "green behavior card" for good behavior

- ❖ Other forms of positive guidance such as:
 - Listen to youth's concerns and answer their questions
 - Respect each youth's point of view
 - Be sensitive to all cultures
 - Encourage creativity, growth and foster self-esteem in each youth
 - Assist each youth in recreational and educational development
 - Provide positive reinforcement and mild consequences to the youth for negative conduct
 - Redirection
 - Encourage problem solving and critical thinking

The following rules help staff, parents and youth understand the expected conduct at our program:

- If inappropriate behavior occurs, the concern will be discussed with the youth along with how to make better choices.
- If inappropriate behavior continues, a written warning will be given and documented.
- If inappropriate behavior still continues, a second warning will be given and the youth's parents or legal guardians will be contacted. The incident will be documented.
- If inappropriate behavior still continues, a third warning will be given and the youth will be suspended from the program. The incident will be documented.
- Continued inappropriate behavior will be addressed on an individual basis, with a plan for improvement.

“Severe Clause”: If a student's actions cause a threatening situation to a peer or a staff member, or serious disruption of normal program proceedings, the student's parents will be called. The incident will be documented and the student will be temporarily excluded from the program. If the student has three documented incidents and every effort has been exhausted to solve the problem, the child may be permanently dismissed from the program.

Emergency and Disaster Preparedness

Emergency and Disaster Plan

Our program has an emergency and disaster plan which follows the schools procedures for reporting emergencies and evacuating the facility. This written plan is at the school and immediately accessible to all staff, substitutes and volunteers. Evacuation plans are posted in prominent locations of each room or area that the *Out of School Time* program operates in. The program holds quarterly emergency drills which are documented. The program is inspected annually by the local fire authority and maintains fire extinguishers with a current tag.

Evacuation site: If there is an emergency or disaster which requires us to leave our site, we will evacuate to the play field. If that site does not work out, our back up evacuation site is the church north of the school.

We will transport the youth to the evacuation site by walking.

The program emergency and disaster plan is as follows:

- The person in charge is the Site Manager.
- The person with decision making authority is the Program Director.
- People who will be notified in an emergency are the school office, Program Director, Program Manager and parents.

Emergency telephone numbers:

- Emergency medical personnel 911
- Fire Department 801-250-0683
- Paramedics 911
- Ambulance Service 911
- Police 801-481-7122 or 801.250.0683
- Poison Control 1-800-222-1222

Use this form if parent handbook release statement is **not** included on registration form.

Out of School Time PROGRAM
PARENT HANDBOOK RELEASE

I have read the *Out of School Time* Program Parent Handbook. I have read the entire contents of the manual and understand all of the rules and policies within.

I will be liable for any misdeeds, improper conduct and any other policies or rules I have not abided by.

Parent Signature

Date

Participating Youth Signature

Date