

2013-2014 Parent Information Handbook For Beyond After School Adventures

Dear Parents:

Welcome to the Beyond After School Adventures Program for students in grades 6 - 8.

Newark City Schools is pleased to be able to offer your child(ren) the opportunity to participate in a variety of planned academic extension activities, character education programs, and recreational activities. Through this program, your child(ren) will also receive support in reading and/or math from a qualified teacher. We are very excited to offer this fun, safe and academically supportive program for your children. Our program will operate from the time school dismisses until 5:45 p.m. Monday through Thursday.

This booklet has been prepared for your convenience to inform you of our policies and procedures and to answer many of the questions you might have about our program. It also contains forms at the end of the handbook which need to be signed by a parent or guardian and returned to the staff as soon as possible. We ask that you keep this booklet in a handy place. You are responsible for reading and understanding the information in this handbook.

We want the program to run as smoothly and efficiently as possible. If you have any questions, suggestions, concerns or comments, please feel free to contact me at 670-7030.

Sincerely,

Gemma Zimmerman
Coordinator of Special Programs

Beyond After School Intervention Program Policies and Procedures

A. Registration

Registration and the Emergency Forms must be completed prior to your child attending the program. If your child enrolls after the program's autumn start date, your child will be eligible to attend the day AFTER the enrollment packet is returned to the building staff.

B. Attendance

Attendance will be taken each day for safety and security.

If your child is ill and will not be at the program or if you will be picking up your child early, it is your responsibility to call the voice mail system of your particular site before 1:30 p.m. and leave a message informing the staff of the absence. The building phone numbers are:

Heritage Middle School: 670 - 7110

Wilson Middle School: 670 - 7120

C. Child Tracking Procedure

When a child does not show up for program on any given day and we have not received a note or phone call telling of his/her absence, the following steps will be followed for locating the child:

1. Staff will check the school office to find out if the child was absent from or signed out of school that day.
2. If child was in school, then the staff will check the sites voice mail to see if the parent called in the absence.
3. If no message, the staff will attempt to contact the parent to confirm the child's absence from the program. It is critical that the program staff has updated phone numbers for you at all times.
4. If no parent or emergency contact can be made to verify the child's whereabouts and safety, the police may be called.

D. Homework

Approximately 20 minutes each evening will be scheduled for work on homework. Students will be expected to bring their class assignments each night, along with a book of choice to read if they finish their work before homework time is over. Staff will be available to help/answer questions about assignments. **Homework may NOT be completed, depending on how much is assigned and how focused the student remains to the task.**

- E. **Kid's College**
In order to support the school-day reading and math work, each Beyond ASA student is expected to participate nightly in an individualized learning program called Kid's College. Kid's College is a software program for self-paced instruction in Reading, Writing, Math, Science, and Social Studies. Kid's College meets the requirement set forth by No Child Left Behind to improve student achievement and provide both remediation and instruction.
- F. **End-of-Day Closing**
Our program closes at 5:45 p.m. sharp. We encourage you to allow your child to stay the entire time so he/she may participate fully in all programming. However, picking a child up **after 5:45 p.m.** may result in dismissal from the program. **NOTE: If a child is NOT picked up on time and no one can be reached at the provided emergency phone numbers, staff will contact the sheriff/on-call worker from ODJFS for assistance.**
- G. **Sign Out**
Persons picking up the child(ren) must enter the building and inform the staff that the child is leaving. **No child will be allowed to exit the program with any person not on authorized on the emergency form.** The program staff must be notified in writing if there is a specific person who should **not** pick up your child.
A child may not sign him/herself out unless the parent or guardian has provided the program with permission in writing for their child to walk home alone.
- H. **Vacation Days, Inclement Weather Days, Emergency Early Dismissal days**
The program operates only on the days school is in session, Monday through Thursday.
The program will not be held on scheduled holidays or Snow Days. On the days school is closed for any reason, the program is also closed.
The program will NOT be held if schools are closed 30 minutes prior to their regular dismissal time because of an emergency situation.
If school is dismissed early in the day (30 minutes before the end of the school day) because of incoming severe weather, or for any other type of emergency, the program will be closed. You should have arrangements made for your child.

The program may not be in operation on parent/teacher conference meeting nights or other select nights as a result of ASA staff meetings. One week's notice will be given in those cases.
- I. **Parent Access**
Any custodial parent or guardian of a child enrolled in the program is permitted unlimited access to the program during operating hours for the

purpose of contacting the child or evaluating the premises. Upon entering the premises the parent or guardian will notify the staff of his/her presence

J. Snacks

All children will be provided with a daily snack. Snacks will be nutritious like carrot sticks, peanut butter crackers or fruit. They are not meant to take the place of an evening meal.

K. Clothing and Personal Belongings

Send your child dressed appropriately and comfortably. If your child brings personal belongings to the program he/she must be responsible for those items. We will not be responsible for any damaged or lost items.

L. Medication Administration

The program has a strict policy against administering any type of medication that is not prescribed by a physician. We will administer medication to a child if it is a personal prescription filled by a pharmacist with a current label bearing the child's name and directions. **The parent/doctor must complete a Request for Administration of Medication form, available in the school's health clinic.**

M. Walking Field Trips

On occasion, the children may take a short walk in neighborhoods. A sign will be posted indicating where the children are going and what route they are using. You will be advised of the trip ahead of time. Please fill out the Walking Permission Slip on the Emergency Form.

N. Discipline Policy

The program's discipline policy was established with the knowledge that children need clear limits set in ways that do not negatively influence their self-esteem. Limits are set to protect each child from hurting him/herself and others. The goal is for each child to become a problem solver and conflict resolver.

1. Children's Rights and Responsibilities have been established and are posted at each site. They are as follows:

In striving to reach the goals of the program, we have established rights and responsibilities for the children in our program.

Every child in the program has the RIGHT:

- *to be treated with kindness**
- *to be treated fairly**
- *to be safe**
- *to hear and be heard, and have his/her opinions and desires considered**
- *to participate in all activities**

In our desire to ensure the RIGHTS of each child, children in the program have the following RESPONSIBILITIES:

***to respect others' thoughts, feelings, and bodies**

This means that children will not tease, bully, interrupt, say hurtful things, or ignore others. They will also not physically hurt others.

***to treat others with kindness**

After School Adventures students will treat others as they would like to be treated.

***to follow the directions given by staff**

The staff at After School Adventures will give directions for successful, safe activity completion.

Discipline problems will be handled through redirection, conflict resolution or other non-threatening manners.

2. On those rare occasions when further discipline is necessary, the following steps will be taken:
 - a. Parents will be asked to discuss Children's Right's and Responsibilities with child
 - b. Staff /Child conference
 - c. Staff/Parent/Child Conference
 - d. Staff/Coordinator/Parent/Child Conference
3. A child at step "d" will be considered on warning. A child on warning may lose privileges or have appropriate consequences established.
4. A child at step "d" may be suspended or removed from the program.
5. The program has a strictly enforced policy against spanking and any physically or mentally abusive discipline.

O. ASA contact numbers

Each building's ASA staff will make a phone number available to the parent'/guardians that they may use if they need to reach the staff during the hours of program operation. These numbers will be sent home with students during the first week of operation.

P. Family Involvement

There will be opportunities during the year for parents to attend special program events, designed to engage parents/children together in fun learning activities. We are hopeful that these activities will provide each family with special memories of their time as part of our group. Past activities have included events such as bowling, trips to The Works, 'old time' family photos, and 'look to the future' visits to Denison University. Notice of these events will be sent home one-two weeks in advance for ease in planning.

