

Wolsey-Wessington
21st CCLC-AIM High
After School Program
Handbook 2015-2016



Purpose: The 21st CCLC-AIM High After School Program targets three main goals of academic intervention, academic enrichment, and student wellness by providing high-quality, interactive, and diverse activities. The program helps students meet state and local standards in core academic subjects, such as reading and math; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children.

GENERAL POLICIES

Registration: Registration forms are available through the Wolsey-Wessington School office and through the Program Coordinator. Registration forms must be returned before a student can attend the program. Registration forms must be updated as information changes concerning phone numbers, addresses and emergency contacts.

Cost: One of the greatest benefits of the program is there is no cost/fee for the students or parents. The funding for the program comes from the 21st CCLC grant that was awarded.

Hours: Program hours are from 3:45-6:00pm Monday thru Thursday. Early release dates of 8/21 and 11/25, as well as any weather related releases, there will be no after school program.

Late Pick Ups: It is considered a late pick up if the student is picked up five minutes or later from the designated end time. For example, any day Monday thru Thursday student is picked up after 6:05 will be considered a late pick up. A late pick up notice will be mailed to the parent. Three late pick up notices in one quarter will result in the student's suspension from the program for the remainder of that quarter.

Location: Check-in/out for the After School Program will be located in the elementary library. The library is located at the west elementary entrance.

Emergency Contact: Registration forms must have at least one emergency contact listed. Emergency contacts can be friends, neighbors, relatives or co-workers.

Drop-Ins: Students are accepted on a daily basis if they are pre-registered and have a written note or the parent/guardian has contacted the school or the Program Coordinator concerning attendance. A student stating they were told to attend is not acceptable. Notification from the parent or guardian is required.

Child Abuse and Abandoned Children Policy: As a child care agency, all Wolsey-Wessington School District staff and volunteers are under obligation by law to report any suspected cases of child abuse or neglect. All employees will be required to read and sign a statement defining child abuse/neglect and the procedures and responsibilities for reporting such cases. Any signs of abuse or neglect will be reported to the Department of Social Services. If a staff person or volunteer is suspected of child abuse or neglect, whether

personally or at the program; a report will also immediately be made to the Department of Social Services or law enforcement officials. To insure that such incidents do not re-occur while awaiting investigation, that employee shall be suspended until a decision is reached in the investigation. At that time a determination will be made as to whether or not that employee shall retain employment. Each employee has been screened through the Central Registry for prior involvement in child abuse or neglect cases.

If a child has not been picked up from the After School Program by 6:00 p.m., the Director will try to contact the parent and other adults listed on the child's registration form. If the parent has not contacted the After School Program Director, and there is no one on the sign-out list who is able to pick the child up from the program, the child will be considered abandoned and will be turned over to the Department of Social Services.

Sign-Out/Attendance Policy: Children will not be released to persons not listed on the enrollment form without written authorization (signed and dated by the parent/guardian). Family or friends authorized to pick up your child/children should be prepared to show photo identification until the staff recognizes you. Don't be offended if we call for verification, we are concerned for your child's well being. Children will only be allowed to walk home with written permission from the parent/guardian (please specify a time in which they can leave). Wolsey-Wessington School District will not be responsible for children after they leave the After School Program.

Attendance will be documented daily, before snack time. The attendance records are also our sign-out sheet in which the parent/guardian is to initial at the time of pick up.

The After School Program must be notified of any changes in attendance schedule. It is the responsibility of the parent/guardian to contact the school office or Program Director if their child will not be attending as scheduled. If a child was scheduled to be at the after school program and does not arrive the Program Director will first call the office, then if needed the parent/guardian will be contacted.

When your child is absent from school because of illness, or becomes ill during school, please **DO NOT** allow your child to attend the After School Program. When a child becomes sick at the After School Program parents will be notified and expected to make arrangements to pick up the child immediately. Medication will only be administered with a written note from the parent/guardian. Medication will be kept in a locked box and must be in the original container. Any staff member that administers the medication will be required to document the information.

Behavior/Discipline: Wolsey-Wessington School discipline/behavior policies will be in effect during the After School Program.

Brief separation or removal from an activity will be used to discourage unacceptable behavior. If unacceptable behavior is chronic or extreme, the parent/guardian will be contacted immediately so we can work together to find a solution. Any physical aggression of student toward another student or staff will result in immediate removal from the program and a week or more expulsion from the program.

Should a student continue to be disruptive in the After School Program, the following applies:

1. Staff will give a verbal reminder/warning describing the behavior.
2. Time out for disruptive students will be used and the parent/guardian will be notified by staff in writing or via e-mail of the child's behavior.
3. A conference will be held with the parent/guardian, program staff, and Principal to discuss the student's disruptive behavior and to develop a behavior plan.

Termination of Services: Students may be suspended or permanently dismissed from the program due to excessive late pick-up or discipline problems.

Holidays/Emergency Closing: The After School Program will not operate during certain holiday weekends. Parents will be notified in a monthly calendar of these closure dates. The After School Program will be closed if the regular school is closed due to inclement weather, or if conditions are such that travel might be dangerous. In case of early school release, all bus students will be sent home on their regular buses. If you live in an area not served by a school bus, you must arrange to have your child picked up immediately. Announcements are made over the School Reach message service, radio stations KIJV 1340 and KOKK 1210 in Huron and TV stations KELO, KSFY, and KDLT.

Snack: The After School Program will provide a snack each day. Please let us know of any special dietary needs and we will accommodate those requests.

Activities Our daily schedule will offer children a similar pattern each day, yet allow for flexibility and individual differences. There will be alternating periods of homework time, reading/math time, physical activity and wellness. Parents are always welcome and encouraged to visit. Once per quarter there will be a family night for students and parents to attend. Should we plan a field trip; a notice along with a permission slip will be sent home with your child/children. We will also post a notice of the field trip in the After School Program room. Where transportation is necessary, the use of child passenger restraint systems will follow the requirements of South Dakota law. Each vehicle used will carry only the number of children allowed by the vehicle passenger capacity (determined by the number of safety belts installed in the vehicle.)

Confidentiality of Records: It is the responsibility of the Wolsey-Wessington School District employees to provide proper administration of student records. All current After School Program records are held in a locked file cabinet in the After School room. Records from previous years may be placed in school storage facilities (After School Program records must be held by the school for 7 years as required by law.

Confidential information about the After School students, either written or verbal may be shared with school staff members, County Health Nurse, parent/guardian, the student themselves, and Federal and Government officials who are privileged to conduct record inspections. After School Program staff will share information with parents/guardians concerning their child's health, development and behavior.

Job Duties: The After School Program Director will be responsible for activity and snack planning (any ordering or purchasing of food, supplies etc.) and implementation, providing accurate billing and financial information to the business manager, and to ensure that records of staff members and children are established and maintained. Also to ensure that the After School Program is sufficiently staffed to provide for the children in care and that substitute staff is available to replace regular staff that is unable to work. The Director will have daily, active involvement in preparation of snacks and activities, and assisting students with homework or activities.

The Director must ensure that the Department of Child Care Services is immediately notified of any major changes that will be occurring with the After School Program operation. If a child acquires an illness or is involved in an accident that results in hospitalization, or death while in the care of the After School Program; the Department of Child Care Services must be notified within 24 hours. The Director must also provide notification to a parent/guardian when a significant change happens with center services or policies.

The Aide or volunteers will be assisting the Director with preparation for snacks and activities, active involvement in assisting students with homework or activities, and assisting with daily operations in general.

AIM High Program Contacts

Parents are required to contact the school office or After School Program Coordinator if an emergency occurs and also make other arrangements for having their child picked up.

CCLC Program Coordinator:

Superintendent: James Cutshaw 883-4221

K-8 Principal: Carol Rowen 883-4221