

AFTER SCHOOL ADVENTURES PROGRAM



Handbook 2016-2017



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PROGRAM OBJECTIVES

Provide an alternative after school environment for children of working parents/guardians.

Provide enriching and educational activities

Create positive adult/child interaction and communication

Utilize the 4-H curriculum, which will introduce youth to a variety of enriching experiences via learn-by-doing project.

Cultivate community support and expertise in carrying out the program.

ADMINISTRATION

The After School Adventures Program is run under the auspices of the Onslow County Schools and the North Carolina Cooperative Extension, Onslow County Center.

ADMISSION POLICY

Enrollment in the program shall be granted without regard to race, sex, religion, or national origin. Enrollment is open to students attending the site host school.

All children must be registered before they attend the program. Completed registration forms and a non-refundable seasonal registration fee must be received before the first day of attendance. Each child must have on file an enrollment form, a registration agreement form, a medical emergency form, and an authorization for release form.

HOURS OF OPERATION

The After School Adventures Program will operate on the following basis:

- End of the school day for your child's particular school until 6:00 PM
- Early release days from time of dismissal until 6:00 P.M.
- Full days from 7:00 A.M. until 6:00 P.M.
- Closed weekends, holidays, teacher workdays connected to holidays, and leave days when the school facility is not operating.

SIGN-IN/SIGN-OUT

An attendance record will be kept on all children who attend the program. Each child is expected to check in with the site director each day. Each child must be signed out at the end of the day by the parent or other authorized person. The adult must physically come into the building to collect the child and provide a signature that they are checking the child out of the program for the day.

When a child does not attend on a regularly scheduled day, a specific reason should be provided to the site director, for example, illness, doctor appointment, dance lessons, etc. Children leaving and/or returning to the program for extra curricular activities must be signed in and out each time.

WITHDRAWAL FROM PROGRAM

If you should find it necessary to withdraw your child from the program, a one-week written notice is requested prior to withdrawal. Failure to notify the site director about intentions to withdraw your child could result in your being billed for additional days.

FEE POLICIES

The After School Adventures Program is administered as a self-supported service to the community. It is our intent to provide the highest quality service at the lowest possible cost to parents. The program is supported solely by parent fees. The following policies relate to fees:

- 1) Fees are due according to the schedule attached -
on a weekly basis in advance to be paid on Monday or the first operating day of the week.
Failure to pay on the scheduled due dates is cause for removal from the program.
- 2) Fees are based on contracted days of service. You are paying for a space and care providers to be guaranteed available whether your child attends the program or not. No refunds will be made due to illness or absence.
- 3) A child may not be withdrawn from the program for a period of time in order to avoid paying the weekly fees. If a child is withdrawn from the program, normal registration procedures will be followed to re-enroll the child into the program. This will include paying a registration fee again.
- 4) Fees pay for services until closing time as specified in the policy handbook under the section titled "Hours of Operation". Parents/guardians whose children remain past the 6:00 PM closing time will be charged a late pick-up fee of \$5.00 for each 15-minute increment of time per child according to the chart below:

6:01 - 6:15 pm = \$ 5.00 late charge per child
6:16 - 6:30 pm = \$10.00 late charge per child
6:31 - 6:45 pm = \$15.00 late charge per child

Overtime charges (late pick-up fees) must be paid before children attend the program the next week. If the staff has been unable to contact you and your child has not been picked up by 7:15 p.m., he/she will be turned over to the local authorities for them to care for until you can be reached.

- 5) The registration fee will be lowered by \$5.00 increments each month after Feb. The schedule is as follows:

MAR	\$35.00
APR	\$30.00
MAY	\$25.00
JUNE	NO FEE

2016-2017 PAYMENT SCHEDULE
AFTER SCHOOL ADVENTURES PROGRAM

<u>WEEKLY</u>		<u>MONTHLY</u>	
AUG 29	\$50.00	AUG 29	\$50
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(Sept. 5 = Holiday/program closed)			
SEPT 6	\$40.00	SEPT 6	\$190
SEPT 12	\$50.00		
SEPT 19	\$50.00		
SEPT 26	\$50.00		
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OCT 3	\$50.00	OCT 3	\$250
OCT 10	\$50.00		
OCT 17	\$50.00		
OCT 24	\$50.00		
OCT 31	\$50.00		
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NOV 7	\$40.00	NOV 7	\$160
(Nov 11 = Holiday / program closed)			
NOV 14	\$50.00		
NOV 21	\$20.00		
(Nov 23-25 = Teacher Work Day / Holiday / program closed)			
NOV 28	\$50.00		
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Dec 5	\$50.00	Dec 5	\$100
Dec 12	\$50.00		
(Dec 18 - Jan 1 = Holiday/Winter Break/ program closed)			
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Jan 2	\$50.00	Jan 2	\$240 + 2 OTW
Jan 9	\$50.00	Jan 23	\$12
(Jan 16 = Holiday / program closed)			
Jan 17	\$40.00	Jan 24	\$12
Jan 23	\$50.00		
Jan 30	\$50.00		
(OTW = Optional Teacher Workday. Payment for this day is to be made only if you take advantage of care provided on that day.)			
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Feb 6	\$50.00	Feb 6	\$200 + 1 OTW
Feb 13	\$50.00	Feb 17	\$12
Feb 20	\$50.00		
Feb 27	\$50.00		
(OTW + Optional Teacher Workday. Payment for this day is to be made only if you take advantage of care provided on that day.)			

2016-2017 PAYMENT SCHEDULE
AFTER SCHOOL ADVENTURES PROGRAM

Mar 6	\$50.00	Mar 7	\$200
Mar 13	\$50.00		
Mar 20	\$50.00		
Mar 27	\$50.00		
Apr 3	\$50.00	Apr 3	\$150
(April 10-15 = Holiday / Spring Break / program closed)			
April 17	\$50.00		
April 24	\$50.00		
May 1	\$50.00	May 1	\$240
May 8	\$50.00		
May 15	\$50.00		
May 22	\$50.00		
(May 29 = Holiday / program closed)			
May 30	\$40.00		
June 5	\$50.00	June 5	\$50

MEDICAL/HEALTH/EMERGENCY

The After School Adventures Program is sensitive to the health and physical needs of children; therefore, the following policies are in place:

1. The program must maintain current emergency information and a "medical treatment form" on file for each child. Home and work phone numbers for parents/guardians and at least three other designated persons must be on file for each child.
2. It is the parent/guardian responsibility to monitor the daily health and physical condition of their child and to determine their child's ability to actively participate in the program. They should keep the program site director informed of any change in their child's physical condition.
3. In all cases of injury or illness, attempts will be made to contact parents/guardians immediately and involve them in the decision regarding treatment. In case of serious illness or injury, the staff site director will follow parental instructions on the "medical treatment form" whenever possible; however, in all cases the staff will deal with serious emergencies in the most expeditious way possible.
4. The program cannot transport sick children to physicians or hospitals, so if the parent/guardian or "emergency contact person" cannot be located, the staff site director will secure appropriate treatment by calling the nearest rescue squad. Emergency treatment personnel will then transport the child to the nearest medical treatment facility by ambulance.
5. When a child shows signs of illness, the parent/guardian or other designated person will be contacted and must pick up the child immediately. The child will be isolated and made as comfortable as possible until the parent/guardian or designated person can collect the child.
6. Medication will not, under any circumstances, be administered at the school site. It is the parent/guardian responsibility to see that medication is dispensed on a schedule that will allow the child to receive the dosage at times other than after school time.
7. In the event of an emergency or natural disaster, children will be evacuated to a local emergency center. The location will be posted on the site door. Efforts will be made to contact parent/guardian or other authorized person should evacuation be necessary. In the event of inclement weather and school is closed or canceled, the program, like the school, will be closed.

CALENDAR SCHEDULE
AFTER SCHOOL ADVENTURES 2016 - 2017

August 29		Opening Day
September 5	Labor Day	Program
Closed		
November 11	Veteran's Day	Program
Closed		
November 23-25	Thanksgiving Break	Program
Closed		
December 19-		
January 1	Winter Break	Program
Closed		
January 16	Martin Luther King Jr.	Program
Closed		
January 23-24	Teacher Work Days	Optional
Attendance		
February 17	Teacher Work Day	Optional
Attendance		
April 10-14	Easter/Spring Break	Program
Closed		
May 29	Memorial Day	Program
Closed		
	June 9 Last Day	

ACTIVITIES AND DAILY SCHEDULE

Although no two days are identical, the staff tries to establish some routine to the daily activities. The following provides an example for most after school schedules:

School dismissal - 3:30 PM	Daily attendance check Snacks / Free play / Group time / Sharing Optional organized recreation
3:30 - 5:30 PM	Homework time / Reading program 4-H projects / Guest speakers Arts and crafts / Games and puzzles
5:30 PM - Closing	Free play Clean-up time Preparation for going home

Please note that time for homework is provided. This time will not exceed 45 minutes. We want all children to have time to relax, socialize and have fun! It will not be the responsibility of the staff to see that each child completes all of their homework each night. Staff responsibility will be to the program activities and students as a whole body.

NUTRITION

The After School Adventures program will provide an afternoon snack on regular program days, and a morning and afternoon snack on full program days. These snacks will be provided by the Onslow County Schools Child/Nutrition Program. If a child has a dislike for the snack provided, has other food preferences, or feels they need more than is provided, the parent/guardian has the option to provide additional snack foods, for their child only, at their discretion. It is the responsibility of the parent to inform the staff if their child has any food allergies. When care is provided on a full day basis, it is the parent/guardian responsibility to provide a nutritious bag lunch and beverage.

DISCIPLINE

The 4-H Code of Conduct is in enforce during ALL After School Activities.

Discipline is based on the worth and dignity of each child. The site director of the program is expected to administer discipline within the program. Corporal punishment is prohibited in all circumstances. When inappropriate or unacceptable behavior is exhibited, staff will deal with the individual or individuals involved. If necessary, "time outs" will be used to help the child gain self-control.

Recurring problems will be documented on an incident report form and a copy provided for the parent/guardian. The problem will be discussed with the parent/guardian and staff members in a team effort to obtain a possible solution. Working together, in support of the child, is in everyone's best interest.

If behavioral problems persist, a child may be suspended from the program for 1 to 5 days. If a temporary suspension does not bring about satisfactory improvement, the child then may be removed from the program.

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DISCIPLINE HIERARCHY

1 ST TIME:	WARNING
2 ND TIME:	10 MINUTES TIME OUT
3 RD TIME:	WRITE IN BEHAVIOR JOURNAL
4 TH TIME:	PARENT CONFERENCE

CONTINUED MISBEHAVIOR

1 ST SUSPENSION:	3 DAYS
2 ND SUSPENSION:	1 WEEK
3 RD SUSPENSION:	DISMISSAL FROM PROGRAM