

# Longfellow Elementary After School Program

## Handbook



This publication/activity is supported in part by 21st Century Community Learning Center federal funds under Title IV, Part B of the Elementary and Secondary Education Act as amended.

# LONGFELLOW ELEMENTARY AFTER SCHOOL PROGRAM

## **HANDBOOK**

The following information should help answer most questions about the program. Please read through this handbook carefully and keep it for future reference. If you have any further questions, please contact the building principal.

### **APPLICATION/REGISTRATION:**

- A. Forms are available at each of the elementary schools. Pay close attention to the medical information and emergency contacts. We must be able to reach a parent or parent-designated person in case of an emergency.
- B. All paperwork must be completed before a child may attend.
- C. A brief information sheet will be provided at the time of registration. This will give details about payment, times, etc.
- D. The attendance requirements of the program are set forth by the 21<sup>st</sup> Century Community Learning Center Grant from which the program receives funding. In order to secure an enrollment spot, we ask that your child participate regularly in the program a minimum of three of five days per week for a minimum of 1 hour each. Extenuating circumstances should be communicated with the After School site director and will be reviewed on an individual basis.

### **DROP-OFF and PICK-UP PROCEDURES:**

- A. Children should come to the designated location immediately upon dismissal. Attendance will then be taken by the After School Program staff.

This area is:

Longfellow: Cafeteria

- B. The ASP begins when school is dismissed and ends promptly at 5:50 pm. Please arrange to pick up your child no later than 5:50 pm. If your child is not picked up, law enforcement will be called.
- C. In order to ensure child safety, parents are required to check out their child using the electronic system. In the event you do not check your child out using the electronic system, your account will be automatically charged the maximum attendance time for the day.

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- D. The ASP follows the school calendar and will be open on all the regular full school days. It is not open on early dismissal days, half days or vacation days. If school is closed due to weather the ASP will be canceled.

### **PAYMENT POLICY:**

#### **Fee Schedule:**

**Full Pay:** \$3.00/hour for each child and

**Reduced/Free Lunch students:** Students meeting these criteria receive scholarships through the grant to attend the 21<sup>st</sup> CCLC program free of charge.

Bills will be sent out on or about the 5<sup>th</sup> of the month after services and will be due on the 15<sup>th</sup> of that month. Any payment not received by the 15<sup>th</sup> will be considered late. A late fee of \$10.00 plus 1.5% will be assessed to any past due account.

- A. Payment will be made at the Administration Building at 1722 First Avenue, Scottsbluff, 69361.
- B. Payment issues must be directed to the Administration Office at 635-6200.
- C. Any check written that is returned as non-sufficient funds will automatically be sent to the collection agency.
- D. A two week notice, in writing addressed to the program director, is required before withdrawing a student from the program. Failure to provide notice will result in ongoing billings to hold the seat for the student.

### **PROGRAM ACTIVITIES:**

- A. Each day will include unstructured outdoor play, a snack, a structured activity, and homework time. These activities will be planned according to the age and number of participants. Extended learning opportunities are offered during the after school program.
- B. Children will attend programming at the YMCA each month. Specific dates will be reflected on an annual calendar that will be sent home in the fall. Bussing will be provided to the YMCA and parents will need to pick up students from the YMCA at the regularly scheduled time.

### **STAFF AND PERSONNEL:**

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- A. The building principal is the building administrator for the program at each site. Problems should first be directed to the After School Program site director who is directly responsible for the program. If a problem persists, contact the building principal.
- B. At least one staff member of the After School Program is required to have current CPR and First Aid training.

### **WHAT NOT TO BRING:**

- A. Any weapons whether real or a toy will not be tolerated. Please do not send money or valuables. Any items the child brings need to be marked with his/her name.
- B. The program and/or staff will not be responsible for the damage or loss of any items.

### **RULES OF CONDUCT**

#### **A. Be responsible**

- Be a good listener
- Set a good example for others
- Be on time
- Work hard and do your best

#### **B. Be safe**

- Be kind with words and actions
- Use furniture and equipment properly
- Walk in the building
- Use playground equipment properly
- Keep hands and feet to self

#### **C. Be respectful**

- Take care of school property and equipment
- Respect and care for the personal property of yourself and others
- Borrow things only after receiving permission
- If you break someone's property, fix or replace it
- Cooperate with others
- Work and play without disrupting others
- Use positive words and actions
- Show courtesy towards others

### **DISCIPLINE PROCEDURES:**

- A. Infraction of the above rules will result in a referral and parent will be notified in writing.

- B. Once 2 referrals are received, the site director will meet with the parent. The student will be suspended for 1 day.
- C. The next suspension following 1 additional referrals will be for 1 week. A meeting will occur with the site director, parent, and administrator.
- D. After two suspensions, if continued infractions occur, a plan will need to be written with parent, student, site director, and administrator before student may return.
- E. If a 5th referral happens student may be excluded from the program for the safety of others.

\*\*\*\* Serious infraction will result in an automatic suspension or exclusion pending meeting with parent, site director, and a building principal.

- A. Serious infraction may include - harming another child or staff member, stealing, damaging property, using foul language, and being totally disruptive and uncontrollable in the group.

**REFERRAL SHEET**

**Scottsbluff Public Schools After School Program**

**BE RESPONSIBLE!**

**BE SAFE!**

**BE RESPECTFUL!**

Student's Name \_\_\_\_\_

Today's Date \_\_\_/\_\_\_/\_\_\_ Date of Incident \_\_\_/\_\_\_/\_\_\_ Time of Incident \_\_\_:\_\_\_ a.m./p.m. Referral  
\_\_\_\_\_

<b>Problem Behavior</b>	<b>Staff Intervention Administered</b>
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<ul style="list-style-type: none"> <li>• Defiance</li> <li>• Disrespect</li> <li>• Disruption</li> <li>• Inappropriate language</li> <li>• Lying</li> <li>• Physical Altercation</li> <li>• Non-compliance</li> <li>• Obscene behavior</li> <li>• Out of bounds</li> <li>• Physical contact</li> <li>• Property misuse</li> <li>• Trash/Littering</li> <li>• _____</li> </ul>	<ul style="list-style-type: none"> <li>• _____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> <li>_____</li> </ul>
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WHITE – STUDENT’S COPY    CANARY AND PINK – PROGRAM

**PROBLEM SITUATIONS:**

- A. Please let our staff know if your child is having a problem during after school program. We will do our best to help your child get along, but we need to work together.
  
- B. If your child is witnessed damaging school property you will be asked to pay for the repair or replacement of the item. This is a serious infraction.

**SUGGESTIONS:**

- A. Please be sure all outerwear is marked with the child's name.
  
- B. Be sure your child/ren is/are dressed appropriately for outdoor play.
- C. Put any transportation changes in writing.
  
- D. Please put into writing any information that needs to be shared with the staff.
  
- E. If a child is ill, the child will not be allowed in the program.

**ACCIDENTS:**

In the event of an accident we will call you immediately to seek your advice. If we are in question as to whether or not to call a doctor we will follow your

advice. In the event of an emergency appropriate steps will be taken, and we will contact you as soon as possible.

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**PARENT HANDBOOK RECEIPT FORM**

I \_\_\_\_\_ have received the After School Program Parent Handbook for the school year. This receipt acknowledges that my child and I have read and understand the contents of the handbook. By signing this receipt my child and I agree to follow all After School Program policies and rules of conduct. I further understand that my child will attend programming at the YMCA each month. Specific dates will be reflected on an annual calendar that will be sent home in the fall. Bussing will be provided to the YMCA and I will need to pick up my child from the YMCA at the regularly scheduled time.

Child's Name \_\_\_\_\_

School \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

While in attendance at the After School Program your child will have the opportunity to visit the YMCA pool. Please mark below if you would like your child to wear a life-jacket while in the water.

\_\_\_\_YES      \_\_\_\_NO      \_\_\_\_My child should not swim

**PLEASE RETURN THIS FORM TO YOUR CHILD'S AFTER SCHOOL SITE LOCATION FOR FILING.**

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