



Community Kids Afterschool Program 2018-2019 Parent/Guardian Handbook

Welcome to Community Kids Afterschool Program! We are excited for you to be here and look forward to an incredible year.

Community Kids Afterschool currently operates at eight locations:

Newland Elementary
Banner Elk Elementary
Crossnore Elementary
Riverside Elementary
Freedom Trail Elementary
Cranberry Middle School
Avery Middle School
Avery High School

OPERATING HOURS:

All Elementary programs & Cranberry Middle programs operate Monday– Friday from the time school lets out until 6:00 pm.

Avery Middle School program operates Monday–Thursday from the time school lets out until 6:00 pm.

Community Kids is closed on school holidays and snow days. All Community Kids sites will be open on early dismissal days, both planned and weather related. All Community Kids Afterschool Programs are open on all regular school days.

**All Community Kids Programs are open on days when there are one or two hour weather delays, however, afterschool vans will not run.

**If schools are closed entirely due to weather, all Community Kids sites are closed as well.

**After school vans will NOT run on early dismissal days due to weather.

**After school vans will NOT run on days when school is delayed due to weather, (Vans will run on regularly scheduled early dismissal days).

All CK Afterschool sites will begin on Monday, August 27th, 2018
Transportation services home will begin the first day of afterschool.
NO TRANSPORTATION WILL BE OFFERED ON FRIDAYS for elementary or middle school programs.



Avery County Schools

Growing a Bright Future One Child at a Time



PROGRAM DESCRIPTION:

The Community Kids Program is designed to ensure that your student is provided with tools to reach his or her full potential. At each center, your student will eat a healthy snack, receive mentoring, tutoring and homework assistance, participate in health related activities, and engage in academic and hands on learning fun.

The program strives to make learning fun and experiential as well as homework and classroom based. We appreciate your input and support for the program and hope you will take the time to participate in some of the activities and workshops offered.

Community Kids Program will continue to provide physical fitness activities, group games, team building initiatives, and healthy lifestyle education. We invite you to participate in the healthy living workshops that will be provided with this program.

If you participate or volunteer in ANY activities with Community Kids, please be sure to sign in as a parent-volunteer or participant on that day. Your site coordinator has the sign in sheet.

BEHAVIOR AND COMMUNICATION SYSTEM:

Your student/students are expected to adhere to all rules and regulations, follow the code of conduct and follow directions from staff, volunteers and program teachers. If behavior, personal safety or the safety of others becomes an issue, you will be notified to pick up your child immediately. The acting lead teacher at your school will review a report with you concerning the incident. S/He will ask you to sign the report saying that you understand what happened and the consequences for the behavior. If you have any questions or comments, please feel free to ask your lead teacher or call the program director/coordinator.

Emily Greer - Program Director: (828)773-9986

Mary Helen Fennell - Program Coordinator: (828)773-4363

PARENT CONDUCT:

We are striving to create a safe/fun environment for youth, staff and parents. In order to ensure a secure place for your student, student's parents/guardians must also adhere to all rules and regulations. These rules apply in any setting where students are in attendance whether on school grounds or field trip settings. If parent's behavior is considered threatening or unsafe by the site coordinator, your student's services may be suspended or terminated if deemed necessary. Parents/guardians should refrain from any verbal or physical altercation with any staff member, student(s), or other adults. Lead teachers have received instructions to contact the proper authorities to ensure everyone's safety.

It is the responsibility of the parent/guardian to provide any item(s) needed by their youth in order to participate in the Community Kids Program activities.

STUDENT PICK UP:

ONLY the individual(s) listed on the student/students pick-up list may pick up your student/students. No individual that is a registered sex offenders will be allowed to pick up student(s) or are allowed on school grounds.

If there is an existing legal custody document, please send a copy with your registration packet. As legal custody changes, please send updated information.

If you arrive later than 6:00 pm, late fees will apply. Late fees are \$5.00 per child for every 15 minutes late. You will be provided with an invoice the next day.

If you are interested in utilizing transportation services when they become available, please talk to your lead teacher/program director. We will need a two day notice before transportation is utilized in order to arrange drop off spots and inform the drivers of new students. We also need detailed directions to your student's drop-off location for our driver(s).

THINGS TO LEAVE AT HOME:

We are striving to create a fun, safe learning environment for our students. In order to ensure safety, DO NOT BRING: cell phones, radios, jewelry, CDs, MP3's, CD players, pagers, video games, magazines, fidget spinners, game cards, Ipods, Ipads, roller/ wheel shoes, skate boards, knives, cigarette lighters, tobacco, drugs, non-prescription drugs, alcohol, guns (including play guns and water guns), fireworks, weapons, gum, pets, large sums of money, or anything of great value.

Should your student bring one or more of these items, it will be held by the lead teacher and your student might face suspension from the program.

*****Community Kids Afterschool Program is not responsible for any broken or lost items that are on this list or any other items brought from home.**

SNACKS:

Community Kids Afterschool Program will provide all youth with a healthy snack each day in accordance with the general nutrition requirements set forth by the Division of Child Development and Early Education and the USDA Community Kids will accommodate youth with special dietary needs upon written request from the parent/guardian. Weekly snack menus will be posted/displayed at each site.

MEDICAL INFORMATION/RELEASE FORM

The Medical Information/Release Form must be fully completed and returned to the site director. Please make sure you indicate a doctor, the doctor's phone number, and a hospital preference. Additionally, let us know of any special medical condition and all allergies. If your student has an inhaler, we need to have access to one at the site at all times. Action Plan forms are available if your student has diabetes, asthma, seizures, or food allergies. If your student requires medication during the afterschool hours, you and your doctor must provide prescription information, and a completed medication permission form. All medical information will be kept strictly confidential.

SIGN IN/SIGN OUT:

Each day your student(s) must be signed out by an adult/parent/guardian, that is listed the student's pick up list. Community Kids Afterschool Program will not release any student(s) unless the person picking them up is on the pick up list. In order to ensure each student's safety, you must physically come into the building and sign your student(s) out of the program on a daily basis. No other student will be allowed to sign out another student, including themselves or other siblings under any circumstances. All doors at the school/site must remain locked during afterschool hours. This is for the safety of all students and staff. If the program is not in their designated space, there will be a sign posted stating where they are currently located and the parent/guardian must walk to the new location to pick up their student(s). Staff can no longer walk student(s) out as this puts other staff out of ratio and jeopardizes the safety of the program. Students that utilize the Community Kids transportation services, will be signed out by the site staff.

CONTACT INFORMATION FOR THE PROGRAM:

Community Kids Afterschool Programs provides each site with an emergency cell phone. These cell phones will ensure each student's safety and will give parents the opportunity to contact staff in case of an emergency. Please feel free to contact the Community Kids staff if you have an emergency. However, due to supervision being the number one priority, you might have to leave a message or try calling the administrative office if you cannot get through. Phones will be on from 2:30 pm to 6:00 pm daily. Phone numbers for afterschool sites will be provided the first day of afterschool.

Community Kids/WAMY Boone Office: (828) 264-2421, Community Kids/WAMY Newland Office: (828)733-0156 Please remember that the Community Kids Afterschool Program is NOT the responsibility of the school's principal or Avery County Schools. If you have a concern or would like an issue addressed, please call 828-733-0156 and ask to speak to the program director/coordinator.

The mission of Community Kids:

We strive to "encourage each student and his/her family to reach their full potential by providing all encompassing enrichment opportunities, hands-on learning, and experiential activities in a fun, safe, and high quality learning environment."

EXPECTATIONS OF THE STUDENT:

We expect your student to attend the program on a regular basis. If there is a waiting list, your student could lose their slot in the program if they miss more than 4 days in a row. Failure to attend regularly will result in termination of the program slot.

We want your student to be actively involved in setting up individual academic goals and participating in activities. We want your student to have a part in watching his or her progress throughout the year.

We expect your student to obey the rules established by the discipline policy and the code of conduct policy. Failure to do so could mean temporary suspension or permanent suspension from the program. We have many students we are serving and need to ensure a safe and secure environment for all involved.

EXPECTATIONS OF THE PROGRAM

We will work to engage each student and make learning fun.

We will listen to concerns and work to address them in the best possible way.

We will do our best to work collaboratively with you and your student.

HOMEWORK:

Community Kids Afterschool Program has a variety of goals and strives to work with each student in the best possible way. However, we cannot guarantee that your student's homework will be completed each and every day without error. While a certain amount of time will be devoted specifically to homework, it will not be the entire focus of Community Kids. We encourage you to partner with us on this endeavor by encouraging your child to utilize homework time appropriately, by understanding that on some days homework might not be completed due to other activities, and to help by looking your student's work on a regular basis.

To help us with this endeavor, we reserve the right to go into student's backpacks to retrieve homework or other supplies. This is to help us and the student achieve their academic goal.

We understand the need to devote time and energy to homework and will do the best that we can to help ensure this need is met. However, with the number of students and the variety of age of students in the program, we will need a partnership with you to make it work. Thank you!

PARENT OPPORTUNITIES:

Throughout the year we will advertise and make you aware of special programs of interest to you. You may find a list of programs in the monthly newsletter, that you will receive from your site coordinator. Additionally, sites will keep you posted by sending home fliers and other important notifications. "Like" us on Facebook to stay in the know: Community Kids Afterschool Program.

We want you to participate in the activities that you find interesting. If you are interested in learning more about a specific topic, please call the program director, Emily Greer. We also encourage you to come and spend time at the site with your student, either as a volunteer or audience member during special events. We believe that parents/guardians are a vital part to the success of the program and encourage you to get involved. If you have any questions, please feel free to contact your site director or the program director.

MONTHLY FEES:

There is a \$20 registration fee per child associated with Community Kids Afterschool Program. This is a one time cost to help us with administrative costs of running the program. Registration fees will be billed to the family/guardians and should be paid by the student(s) first day of afterschool. This is the only fee afterschool requires.

BEHAVIOR AND DISCIPLINE:

At Community Kids, we do our very best to work with and encourage all the students. Below is the discipline and behavior management policy. In addition, site coordinators have incident report forms that they fill out if a student's behavior is repeatedly inappropriate or unmanageable. A student can be suspended from the program for one day, three days, one week, or the remainder of the school year. Please keep an open line of communication with staff members regarding your student's efforts, improvements, behaviors, achievements, and areas of growth. We do our best to meet each student at his or her individual level and want each one to be active, positive, and excited to be in Community Kids. At times, we must also face very hard decisions about keeping students in the program for a variety of reasons. We find that it helps immensely if guardians can encourage their students to do well in Community Kids and if they keep an open line of communication with the site staff.

ABUSE/NEGLECT:

If Community Kids staff suspect and/or witness incidents of child abuse or neglect, a report will be made immediately to the Department of Social Services by the staff person who suspects/witnesses the abuse/neglect.

EMERGENCY PREPAREDNESS PLAN:

Community Kids will adhere to the 'Emergency Preparedness Plan' established and approved by the Avery County School Board; each room, at each individual site, has an Emergency Preparedness Plan posted along with a detailed evacuation visual and instructions.

FIELDTRIP POLICY:

Fieldtrips will be scheduled throughout the school year. Youth may be transported by yellow school bus, activity bus and/or vans. All bus drivers will be approved by the school board and van drivers will be approved by the Community Kids administration. All field trips will relate directly to planned activities/objectives of the program. Parents/guardians will receive notification prior to the trip and will sign a permission form that will include date, purpose, transportation mode, destination and departure/return information. A field trip description and additional information will be provided to both the office at each site as well as to the Community Kids Administrative staff. Emergency contact information for each youth in attendance will be maintained by Community Kids staff at all times during the field trip.

HEALTH POLICY:

If youth need to be given medication during the program, parents/guardians must have a doctor fill out a 'Permission To Administer Medication' form. These forms will be provided by the On-Site Coordinator. All medications are required to be in their original container with dosage and current date. Over the counter medications must be in original container with expiration date and the same procedure as above. Staff will not administer any medication on a form that states "as needed". Parents/guardian(s) will be called to the site to administer any medications that are listed "as needed".

If a youth is sick or becomes sick, (as determined by the On-Site Lead Teacher), upon entering or while participating in the program, the child will be separated from the group and will be made as comfortable as possible in a designated, isolated location and a parent/guardian will be notified. It is the parent/guardian's responsibility to pick up that youth as soon after notification as soon as possible. Though isolated from the group, the sick youth will continue to be supervised by staff at all times.

Staff are trained to recognize communicable diseases and will adhere to specific procedures as outlined in the First Aid Training.