



Clinton Community School District Student Adventures Afterschool Program Student/Parent Handbook

Goals

The Student Adventures Afterschool Program provides tutoring, recreational, social and cultural enrichment experiences and prevention opportunities to the Clinton Community School District. The components of the program are designed to provide students with the opportunity to:

- 1.) Stay in a safe, nurturing and drug free environment with positive adult role models during the afterschool and summer hours.
- 2.) Socialize with peers in a healthy manner and demonstrate positive behaviors.
- 3.) Receive assistance with homework and individual tutoring.
- 4.) Engage in learning activities that may not be available during school hours.
- 5.) Learn how to engage in a healthy lifestyle through prevention activities.
- 6.) Become actively involved in their community.
- 7.) Become involved with high quality educational, developmental and recreational opportunities.

Our program will be consistently changing to meet needs identified by participants at each school.

Afterschool Program locations and times

Bluff Elementary

Site Coordinator: April Check
1421 S. Bluff Blvd, Clinton, IA 52732
563-243-0486 Ext. 2391
Or 563-357-1382
Begins: At dismissal.
Ends: 5:00 p.m. M-F

Jefferson Elementary

Site Coordinator: Carrie Kelley
720 4th Avenue South, Clinton, IA 52732
563-242-5546 Ext. 2244
Or 563-357-3390
Begins: At dismissal.
Ends: 5:00 p.m. M-F

Eagle Heights Elementary

Site Coordinator: Traci Smith
1350 Main Avenue, Clinton, IA 52732
563-242-2116 Ext. 2232
Or 563-357-0994
Begins: At dismissal.
Ends: 5:00 p.m. M-F

Whittier Elementary

Site Coordinator: Chol Chagai
1310 2nd Ave. S., Clinton, IA 52732
563-243-3230 Ext: 2502
Or 563-212-2546
Begins: At dismissal.
Ends: 5:00 p.m. M-F

Clinton Middle School

Site Coordinator: Wendy Randall
1350 14th St. NW, Clinton, IA 52732
563-243-9600 Ext: 38
Or 563-249-1279
Begins: At Dismissal
Ends: 5:00 p.m. M-F

Program Fees

Activities offered under this program will generally be offered at no cost to the participant.

Program Hours

Program will run Monday through Friday and will dismiss at 5:00 p.m. On early out Wednesdays, the Afterschool programs will begin immediately after school is dismissed. Programs will not be offered when school is closed due to holidays, weather, scheduled breaks or other non-school days. Occasionally special programs may be offered while school breaks are in session, such as winter or spring break or on weekends and advance notice will be sent home if anything is scheduled.

Schedule Changes Due to Weather

If the weather is bad, an announcement concerning schedule changes will be made over the following radio and television stations.

<u>Radio</u> 97X	98.9 FM	<u>TV</u>	KWQC – TV6
KROS	KUUL		WQAD – TV8
KLNT	KRVR		WHBF – Channel 4

We **WILL NOT** call parents at home or work. If the weather forecast sounds threatening please listen to the radio, watch television, or have someone available to contact you about school delays and/or closings.

Afterschool programs **WILL NOT** be held on days when school has been dismissed early or canceled due to inclement weather or other unforeseen situations.

Daily Schedule

The afterschool program at each school is “flexibly structured”. They each have a unique schedule, but participants and adults can be assured that a familiar routine will be established. While lengths of each of the following components may vary, they will be instituted on a regular basis at each afterschool program site.

- A. **Snack**: All participants at the afterschool program will receive a nutritious daily snack.
- B. **Homework Assistance**: Staff members and trained volunteer tutors will help participant’s work on assignments. Participants are responsible for bringing homework to the homework assistance session. Teachers of students attending may also be involved in relaying information about a child’s homework assignments.
- C. **Tutoring**: Certified teachers will work with program participants to strengthen academic skills.
- D. **Recreational, Social and Cultural Enrichment**: Students have the opportunity to participate in organized activities and clubs. These recreation activities will provide participants an opportunity to broaden their interests, learn new skills, and enjoy socializing with others in a small group setting. Examples may include cooking club, book club, woodworking, or foreign language activities. All students will have the opportunity to participate in each of these activities during the school year. If you have any requests regarding your student’s schedule, please notify the Site Coordinator at your child’s school.

Withdrawal

Parents are responsible for notifying the Afterschool Site Coordinator at their child's school, in writing, prior to the date they intend to withdraw their child(ren) from the program.

Absences

The Student Adventures Afterschool program staff understands conflicts in scheduling may occur as students may be very busy. Please be sure to inform the Site Coordinator at your child's school, in advance, if your child will be absent from the program on any given day. The Site Coordinators will have an attendance list for each day and will be monitoring the attendance of each child enrolled in the program.

Field Trips

Student Adventures Afterschool program will offer field trips and/or special activities to participants. Information regarding field trips will be available at least one week prior to the trip.

Field trips may occur on a regular day afterschool, on an early dismissal day, or on a day when school is not regularly scheduled. Your signature on the field trip permission section of the enrollment packet gives the Student Adventures staff permission to take your child on field trips. If you do not wish for your child to attend a field trip, you **MUST** contact the Site Coordinator at your child's school in advance.

Health Information

The Student Adventures Afterschool staff is responsible for emergency care of sudden illness or injury. First aid will be given, but subsequent care is the responsibility of the parent and their physician.

Illness Policy

If an Afterschool student becomes ill, an adult identified on the registration form will be called to pick up the child. If a child misses school or has an unexcused absence for part of the day, they **MAY NOT** participate in afterschool activities that day.

Only trained Student Adventures staff will administer medications to participants. **ALL** medication must be kept in the original containers. Information regarding dose and time of administration will be completed each time a medication is administered.

The following instructions are to be clearly labeled on the bottle:

Name of student	Time to be administered
Name of Physician	Duration to be given
Dosage	Name of medicine

Emergency/Health Information

Parents please provide emergency and health information. **Please be sure to notify the afterschool staff if there are any changes in the parent contact or emergency information.** We want to provide the most safe and healthy environment for your child.

The family physician will not be contacted without written authority of a parent or guardian unless it is apparent that the injury or illness requires immediate attention.

Attendance

Students are to report to the designated meeting area for the session immediately after school has been dismissed. A staff member will take attendance for each session. Regular attendance is important to ensure that your child receives the maximum benefit from the afterschool program.

Dismissal

Adults are required to pick up their child(ren) at program dismissal time unless another specific time has been set by Afterschool staff or arrangements are made in advance. We WILL NOT release your child to anyone who is not on your authorized list. Should an emergency arise and a person not listed on the registration form needs to pick up the student; the parents MUST call the Site Coordinator on the work cell number provided for their child's school.

Always be on time to pick up your child from the Afterschool Program. Please see the Pick Up Pledge at the end of this handbook.

If you wish for your child to walk home alone after program is over, you MUST indicate this on the enrollment form. Once your child leaves school grounds, your child is no longer the responsibility of the Afterschool Program. A staff member will escort children out of the building. Children walking home may leave during the regular pick up period and may be encouraged to leave before darkness sets in. The Afterschool Program encourages adults to pick up young children from the program rather than having them walk home in the dark.

Consent to Release Information

As part of our program, we will be sharing data with other school staff and contracting agencies. Sharing this information ensures the best possible services and support for your child. Your signature on the Afterschool Registration form in the **Consent to Release** section gives the Afterschool staff the permission to access records and exchange data regarding your child.

Adult Involvement

Parents and guardians of program participants are encouraged to visit program activities. Adult participation is strongly encouraged at all afterschool locations. Please inform the Site Coordinator/program staff when you arrive at the Afterschool Program.

We would be delighted to have adults and family members involved in the program. Volunteers are needed to plan and chaperone special events, to provide enrichment and to offer assistance to staff members. Please contact your Site Coordinator if you are able to participate in Afterschool activities.

Program Evaluation

All Student Adventures Afterschool Program sites involved will strive to provide quality services and opportunities that student and parents are satisfied with. Your comments and suggestions are important to us. Staff may ask participants and adults to complete surveys or give feedback verbally. Information gained for this purpose is strictly confidential. The overall survey results will be shared with each Afterschool Program advisory board, school administration and a contracted, independent evaluator. Copies of survey results will be available for parents and community members upon request.

Discipline Policy/Conduct Code

Student Adventures students are expected to follow the expectations and courtesies outlined in this student/parent handbook, as well as other afterschool specific rules and expectations established by Site Coordinators. In order to maintain a safe and fun environment the Afterschool program staff will work closely with you and your child to ensure proper behavior. If, however, the problem persists, a discipline report will be written. You, your school principal and child's classroom teacher will receive a copy of the discipline report.

Behavior Guidelines for Activities, Field Trips, and Bus Rides

1. Follow directions of all staff members and adult volunteers the first time.
2. Show respect for others by demonstrating courtesy and avoiding name-calling, teasing and offensive language or gestures.
3. Share Afterschool program supplies, toys, and games
4. Keep hands, feet and all objects to yourself.
5. Walk quietly to and from activities.
6. Show respect for property belonging to others and the school.

The following behaviors will not be permitted:

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| 1. Hitting or any kind of assault or fighting. | 10. Throwing objects not meant to be thrown |
| 2. Vandalism | 11. Making excessive noise |
| 3. Spitting | 12. Willful damage of school, staff, or student property |
| 4. Theft | 13. Harassment of other students, afterschool staff, teachers, or other program workers. |
| 5. Failure to do what is requested | 14. Any other conduct deemed hazardous to other's safety. |
| 6. Profanity/abusive language | |
| 7. Possession of a weapon | |
| 8. Name calling | |
| 9. Smoking or Possession of ATOD (Alcohol/tobacco/other drugs) | |

In case of minor infractions, the Site Coordinator and the child will work out the problem using the following win/win guidelines:

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| 1) Stop, cool off | 4) Brainstorm solutions |
| 2) Talk and listen to each other | 5) Choose the best solution |
| 3) Identify the problem | 6) Make a plan and follow through |

In the case of more serious infractions the following consequences will take place:

- 1) 1st Referral: Conference with Child, Site Coordinator and referring Staff Member. The Site Coordinator will make notification of infraction to parents.
- 2) 2nd Referral: Conference with Child, Parent, Site Coordinator and referring Staff Member.
- 3) 3rd Referral: Conference with Project Director and Principal and suspension from Student Adventures Program.



Student Adventures Afterschool Program

Child Pick up Policy/Pledge

We are committed to providing your child(ren) a safe and educational experience in the Afterschool Program. Your commitment as a parent is to pick up your child(ren) immediately at the end of program each day. Late pick up costs the program extended staff time and will mean less services for the children.

We ask you to make a pledge to your child and to us to abide by this pick up rule. It is a great way to show your child(ren) how to be a responsible member of our community.

If you are not on time to pick up your child, our staff will call you, and if you are not available we will continue to call the names on your emergency contact list until we reach someone and will ask that person to come immediately to pick up your child. Older children may be placed on the city bus to be taken to their home, if permission has been given.

Continuing to pick up your child late may result in your child(ren) being asked to sit out of the program for a set period of time, and we reserve the right to ask you to withdraw your child for the remainder of the year so as not to jeopardize the benefits to the other students in our program.

Please sign below indicating that you have read, understand and agree to this policy.

Parent Signature

Date