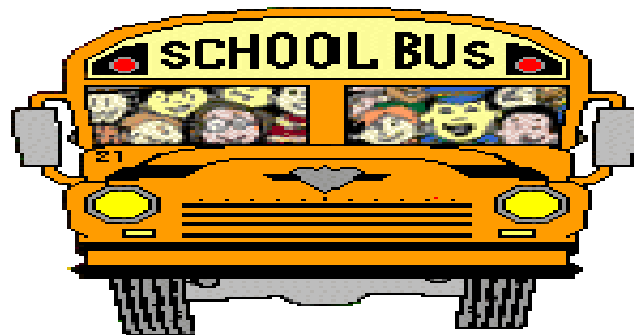


Afternoon Adventure Learning Center **AFTERSCHOOL PROGRAM**



Parent Handbook



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Afternoon Adventure Learning Center Parent Handbook

MISSION

The mission of the After school program is to provide a safe and nurturing environment in order to:

- Support the learning needs of students who are below proficiency and help close basic skill gaps
- Teach productive study habits and support homework completion
- Provide enriching learning experiences

PROGRAM

The After school program provides academic intervention and support in reading and math, homework assistance, and enrichment activities to students and their families. The components of the program are designed to:

- Improve achievement in reading and math
- Provide a helpful environment for homework completion
- Provide students with high quality recreational, social, cultural and enrichment activities facilitated by positive role models

Our program is constantly changing. Offerings and activities may be modified at any time to best suit the needs of our students and community.

LOCATION

The After school program takes place at 306 North Main Street, Newton, Mississippi 39345, with the exception of potential field trips. You will be notified in advance if your child will be doing an activity off campus, and your permission will be requested.

OPERATING HOURS

The Afterschool Program is open 3:00 P.M. to 5:00 P.M., Monday through Friday.

Holidays: The Center will be closed in observance of the following holidays:

- New Year's Eve and New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- The day before Labor Day—teacher work day (This allows the teachers to Prepare their classroom for the new school year.)
- Thanksgiving Day and the day after
- Christmas Eve and Christmas Day

INCLEMENT WEATHER/EMERGENCY POLICY AND PROCEDURES

Newton City Public School District is Afternoon Adventure's Evacuation point. If under any circumstances, if Newton City Schools should close early due to increment weather or other emergencies, we will not pick up and transport children to Afternoon Adventure. The afterschool program and tutoring will not operate on those days. Therefore, please make arrangements to get your child/children from the public schools on the days that there are early closures due to emergencies.

Please make sure you have at least two emergency contact numbers and that they are updated at Afternoon Adventure and all schools that your child/children attend. The importance of having this done, is to make sure that you can be contacted through one or both of your contact numbers when emergencies arise. If you are having any problems or issues of not getting emergency notifications or delays, please notify the school in which your child/children attend.

DAILY SCHEDULE of Activities

3:00 P.M. - 3:30 P.M.- Attendance and greeting of children/ Snack

3:30 P.M. - 4:30 P.M. - Homework (With Staff Assistance)

4:30 P.M. - 4:50 P.M. - Activity Centers Open (Reading, Board Games, Legos, Dramatic Play, Music, Science, Computer, Chill out area)/ Physical activity (outside if weather permits, if not, inside)

4:50 P.M. - 5:00 P.M.- Clean Up. Limited activities until Parents arrive. Greetings of parents and goodbyes to children

- **Snack:** Students receive one healthy and nutritious snack every day
- **Homework Club:** Staff members will work with students to help them complete assignments and strengthen academic skills. Students are responsible for bringing daily homework and supplies to the program. Parents and students are responsible for homework completion. This is a support service. It does not absolve parents of their responsibility to supervise student homework progress.

ARRIVAL AND DEPARTURE PROCEDURES

It is required that each child **MUST** be signed In and out of the after school program each day. If someone other than the child's custodial parent(s) or legal guardian(s) will be picking up the child from the after school program OR if the child is to walk home, prior written authorization must be given. The custodial parent(s) or legal guardian(s) are the only persons who can authorize the site to release the child to another individual. The parent(s) or legal guardian(s) must complete the change on the emergency form prior to the change.

It is imperative that all children be picked up ON TIME. Emergency contacts will be called for any child who is not picked up by the end of the after school program time. A late penalty of \$1 per minute per child will be assessed and in some cases

a child may be suspended or dropped from the after school program if a child is habitually left after the program has ended. State law considers children left at the school site after closing time, without notification, to be abandoned. If this happens, the police may be contacted to take custody of the child.

It is a family's responsibility to notify the Program Director if the child will be absent. If the child is scheduled to attend and does not report to the after school program, the site staff will make every effort to verify the absence with the school staff and/or contact the parent(s) or legal guardian(s). If a child is absent from the program without excuse three times, the child could be dropped from the program.

TRANSPORTATION POLICIES AND PROCEDURES

The Center's transportation policy is in place to promote a high level of safety awareness among children and staff.

Rules for the Van:

1. Seatbelts must be fastened and passengers seated while van is running.
2. Voice level needs to be low enough not to distract the driver.
3. Hands, arms, legs, head, other body parts and all inanimate objects must be inside the windows at all times.
4. No trash should be thrown on the van floor or out of the windows.
5. The window in front passenger seat should not be rolled more than half way down.
6. No eating or drinking in the van.
7. Fighting in the van will not be tolerated.
8. No pushing and shoving when unloading or loading the van.
9. When loading the van, go all the way to the back of the van, over to the window and fill up the seat. Four on each of the three rows behind the driver.
10. No running in the parking lot or hallways to and from van.
11. Backpacks are to be kept closed and zipped while on the van.
12. Backpacks are to be held while the van is in motion.
13. The driver will not move the van if any child refuses to buckle their seat belt. The driver will call the Center and the administrative staff will call the child's parent to pick the child up. The child will be suspended from the van for a period of time if this occurs.

Parents are responsible for any damage to the vehicle by their child beyond normal wear.

No child will be left unattended in the van at any time.

A staff member will check to ensure that doors are properly closed and locked before the van is in motion. A staff member will also check the temperature of seatbelt buckles and safety restraint seats before boarding children to prevent burns.

Loading and Unloading: Children will load and unload the van from the side doors. A staff member will be present to supervise this procedure.

Safety Awareness: The Center will incorporate lessons on traffic, passenger and pedestrian safety into its annual curriculum plan.

School-Age transportation from other schools: During the school year children enrolled in the Afterschool program are transported from Newton Municipal School District's Schools by the Center van or Newton Municipal School District bus. **The parent is responsible for transporting his/her child from school should his/her child miss the van/bus due to lateness.** If the child will be riding the Center van/School bus, the parent should provide the school with a WRITTEN NOTE by the first day of school. In addition, the parent should discuss with his/her child the importance of reporting directly to the van/school bus in the afternoons as per his/her teacher's instructions.

If a school-age child will not be riding in the van/bus, it is the parent's responsibility to call the Center by 10:00 A.M., so that the van/bus driver will know not to expect the child. Not knowing whether to expect a child or not lead to great delays; therefore, a \$10.00 fee will be charged to parents who do not call and notify the Center.

EARLY RELEASE POLICY

A child may be released early from the after school program prior to the end of program time at 5:00 P.M. based on the following conditions:

- Attending another program (sports, dance, etc.)
- Family Emergencies
- Medical appointments
- Weather conditions especially if the child walks home
- Child accidents that occur during program time (program staff should call parent or guardian)
- Other conditions, especially depending on family circumstances

The child will ONLY be released with a parent or designated guardian. The parent or guardian must sign the child out and it is recommended that the child's signature or initial be recorded as well.

PARENT INVOLVEMENT

Parent/guardian participation is strongly encouraged in the program. You are welcome to visit at any time. We would be happy to have you volunteer in the program. Volunteers are needed to plan and chaperone special events, to provide enrichment, and to offer assistance to staff members. Please contact the Program Director if you are interested in participating in our program.

DISCIPLINE POLICY

Students are expected to follow the rules in the Newton Municipal School's student code of conduct handbook and any other rules that are established by the school and/or Program Director at Afternoon Adventure. In order to maintain a safe and fun environment, staff will work closely with you and your child to ensure proper behavior.

If, however, the problem persists, a Discipline Referral report will be written. You will receive a copy of the report. Consequences are as follows:

1st offense in a day- verbal warning

2nd offense in a day- time out + "reflection sheet"

3rd offense in a day- document + go see Program Director +

NO enrichment for that day (student must silently sit on the side and watch)

~The **second** time that a student reaches the 3rd offense level, a parent will be called.

~The **third** time that a student reaches the 3rd offense level; he/she could be removed from the program.

Some Rewards the students might earn for good behavior and active participation:

-Small Incentives

-Adventure Bucks

BEHAVIOR AGREEMENT

To help maintain a safe, respectful, and positive environment for all students, every child enrolled in Afternoon Adventure Learning Center and their parent/guardian must review and sign the Behavior Agreement upon enrollment. The signed Behavior Agreement becomes part of the student's enrollment records and must be followed at all times while participating in the program.

Students agree to:

- Follow staff directions promptly and respectfully.
- Respect the property and belongings of others.
- Keep hands, feet, and objects to themselves.
- Use appropriate language and speak respectfully to staff and peers.
- Use an indoor voice while inside the center.
- Ask permission before leaving an assigned area.
- Demonstrate positive behavior and respect toward others.

Behavior expectations and consequences are outlined in the Behavior Agreement. Failure to follow these expectations may result in disciplinary action, including verbal warnings, written warnings, parent conferences, suspension, or removal from the program depending on the severity and frequency of the behavior. **Physical aggression, fighting, bullying, or behavior that threatens the safety of others may result in immediate suspension or dismissal from the program.** Parents and students are required to sign the Behavior Agreement acknowledging their understanding and acceptance of these expectations. The signed agreement will be maintained in the student's file.

BATHROOM POLICY

Teachers will give students passes to use the bathroom during the after school program. More than one student will not be allowed to leave a class at a time to go to the bathroom and students will be expected not to abuse their bathroom privileges. If students are going to the bathroom an excessive number of times in a single day, bathroom privileges may be revoked.

ASSESSMENT

Your comments and suggestions are important to us. As participants, you and your child may be asked to fill out surveys and/or assessments. Information gained from these surveys is strictly confidential. The information is used to help improve the program and to ensure continued funding.

HEALTH INFORMATION

Illness Policy

If a participant becomes ill, a parent or authorized person will be called to pick up the child.

Health rules are designed to protect the well being of all children. It would be greatly appreciated if you would keep your child at home if experiencing:

- A fever
- A cold with heavy nasal discharge
- A persistent cough
- Symptoms such as: sore throat or vomiting
- A contagious disease

If a child becomes ill while at the program and cannot participate in the normal daily routine, the program director may notify a parent emergency contact.

Medication may be administered only to those children for whom the "Request for Administration of Medication During afterschool hours" is on file. The form consists of the following:

- A signed statement from the physician specifying the type and dosage of medication.
- A signed statement from parents requesting such assistance and a promise to keep the center informed, in writing, of any change in type of dosage of medication.
- A signed statement from the parent, which states they understand that Afternoon Adventure assumes no responsibility for assuring that the medication, will be administered.

Only trained personnel will give students medication. All medication must be kept in the original container, labeled with the physician's name, phone number, directions, prescription expiration date, prescription directions, and pharmacy contact.

ACCIDENT OR INJURY

Mild scrapes will be reported to a parent or guardian by way of an Accident Report. An Incident Report will be completed for any incidents your child is responsible for. A Conduct Violation report will be addressed with the parent/guardian when the child is called for at the end of the day. A copy of any Conduct Violation will be placed in the student's file in the office.

EMERGENCY MEDICAL AUTHORIZATION

The Center maintains emergency information for each child. Should an emergency arise, emergency personnel will have quick access to the information that they need to attend to your child. Therefore, it is VITAL that all information on the Emergency Contact Form be filled out AND up to date. Parents will be immediately notified by phone in the event of any emergency.

EMERGENCY RELOCATION SITES

1 mile-Newton Chamber of Commerce, Newton, Mississippi 39345

5 mile-Newton Old Hospital, across from Quick Sakum, Newton, Mississippi 39345

CHILD ABUSE / NEGLECT

The State of Mississippi considers all staff "Mandated Reporters" of child abuse or neglect. This requires the staff to report any and all cases of suspected child abuse. If abuse/neglect is suspected, the proper authorities will be contacted; an incident report will be filed. All staff members are trained in child abuse awareness. A report may be made to the hotline, [1-800-222-8000](tel:1-800-222-8000), a statewide toll-free 24-hour line that is answered seven days a week.

Failure to report child abuse or false reporting, if done willfully, can result in up to a [\\$5,000 fine and one year in jail](#).

It is helpful to advise staff regarding accidental injuries that have occurred at home.

FIELD TRIPS

After School may offer field trips and/or special activities to our students. Some of these activities may require additional money and/or transportation. Information regarding any upcoming events will be available at least two weeks prior to the trip.

Your signature on a field trip form gives permission to take your child on field trips. If you do not wish for your child to attend the field trip, you must contact the Program Director in advance. Any field trip is earned through academic progress, behavior, and attendance.

MOVIE RELEASE

As a special activity, students occasionally view movies during the program. The Center Director will approve all movies and advance notice will be given. If you

do not wish for your child to view the movie, please check "no" on the permission slip at the time of the event.

MEDIA RELEASE

Staff may photograph, videotape and/or audiotape members and others participating in the program. Any or all of these forms of media may be used at the discretion of the program for working with and promoting the program. If you do not want your child photographed or published, please DO NOT check those boxes on the childcare enrollment application.

CHILDREN'S RIGHTS

Each student receiving services from the program is entitled to the following rights and/or privileges:

- To be treated with respect and dignity in his/her personal relationship with staff and/or other persons
- To be provided with a safe and healthful environment
- To be provided with an environment free from the following: corporal punishment, humiliation, intimidation, ridicule, threats, physical restraint or mental abuse
- To be provided with an environment that includes all of the necessities of care

STAFF MEMBER'S RIGHTS

Each staff member employed by the program is entitled to the following rights and/or privileges:

- To be treated as a professional caregiver by parents, students, school staff and visitors
- To be provided with a safe and healthy environment
- To be provided with an environment free from the following: threats, harassment, humiliation, intimidation, ridicule or mental/physical abuse

In order to protect the rights of staff members employed by the program, infringement upon these rights may result in the suspension or removal of a child or family.

PARENT'S RIGHTS

Any parent, guardian or child representative has the right to be informed of the appropriate procedure regarding grievances, questions or complaints. The procedure is as follows:

Step #1 – Contact the program's Assistant Program Director

Step #2 – Contact the Program's Director/Manager

TERMINATION POLICY

Two (2) weeks written notice of the parent's intent to withdraw his/her child from the Center should be submitted to the Director. Failure to submit will result in an additional tuition payment for the next two weeks.

Center Requested Withdrawal:

The Center reserves the right to request the parent withdraw his/her child from the program for the following reasons:

1. Severely inappropriate behavior (as listed in discipline section).
2. Past due accounts.
3. The parent/guardian is consistently non-cooperative in working with the Center staff or following Center policies.
4. If the Director and/or Assistant Director deem that the Center is unable to meet the needs of the child enrolled. The Director will meet with the parent to explain the reason for his/her child's removal from the Center.

Tuition Payments:

Tuition payments are due according to the payment schedule selected at enrollment.

Weekly Tuition

- Weekly tuition is due each Friday by 5:00 P.M. for the week of care that was provided.
- Payment must be made in full before the child returns for the following week.

Monthly Tuition

- Monthly tuition is due on the last day of each month for the month of care that was provided.
- Payment must be made in full before the child returns for the next month of care.

General Tuition Policy

- Tuition is due regardless of attendance and will not be reduced for absences, holidays, illness, weather-related closures, or other temporary program interruptions.
- Parents are responsible for maintaining a current account balance.
- Any account that becomes delinquent may result in late fees, suspension of services, or termination of enrollment until the balance is paid in full.
- Returned checks, declined payments, or insufficient funds transactions may be subject to additional fees.
- Families with outstanding balances may be denied attendance until the account is brought current.

Amendments to Handbook:

Afternoon Adventure reserves the right and discretion to amend, delete, deviate from, or change policies at the sole discretion of the Center. Changes are effective as of the date of their occurrence.

**Afternoon Adventure Learning Center
AFTER SCHOOL and Summer PROGRAM
306 North Main Street
Newton, Mississippi 39345**

After School Program: 3:00 P.M. -5:00 P.M Monday - Friday

Contacts:

Executive Director/Program Director: Ms. Kristie Temple
(601) 934-8978

ktemple@afternoonadventure.org

Liability Statement

LIABILITY RELEASE WITH PARENTAL CONSENT FOR MEDICAL OR EMERGENCY TREATMENT/ TRANSPORTATION AND ACKNOWLEDGEMENT OF ABSENCE OF LIABILITY

CHILD'S NAME _____ DATE OF BIRTH _____

ADDRESS _____ PHONE NUMBER _____

The undersigned(s) being the lawful parent(s) and/or guardian(s) of the above child, hereby consent to the participation by the child in all child care activities conducted by Afternoon Adventure Learning Center Programs and to the participation of the child in all events related to said activities.

The undersigned hereby further authorize(s) any of the staff, employees, agents and representatives of Afternoon Adventure Learning Center to provide for, approve and authorize any health care at any hospital, emergency room, doctor's office or other institution, employ any physicians, dentists, nurses or other person whose services may be needed for such health care, review and if necessary disclose the contents of any medical records, execute any consent form required by medical, dental or other health authorities incident to the provision of medical, surgical, or dental care to the child. Health care shall include, but not be limited to the administration of anesthesia, x-ray, examination, performance of operations, diagnostic and other procedures.

The undersigned(s) hereby further authorize(s) emergency transportation by either Afternoon Adventure Learning Center personnel or if necessary by ambulance or other emergency vehicle.

If there is no medical emergency, the Afternoon Adventure Learning Center staff will first use reasonable efforts to contact the parent(s) and /or guardian(s) before administering or authorizing any treatment.

Notwithstanding other provisions in this consent form, Afternoon Adventure Learning Center shall not have the authority to withhold or withdraw life-sustaining procedures for the child.

Afternoon Adventure staff is trained in and will implement the upmost care for the safety and well-being of the children we serve. However, accidents may happen. Afternoon Adventure Learning Center does **not** carry its own liability/accident insurance. The undersigned(s) assume(s) all risk of injury or harm to the child associated with participation in the afterschool and summer programs and agree(s) to release, indemnify, defend and forever discharge Afternoon Adventure Learning Center and its staff, employees, and agents of and from all liability, claims, demands, damages, costs, expenses, actions and causes of action in respect of death, injury, loss or damage to the child, or by the child, howsoever caused, arising or to arise by reason of or during the child's participation in the afterschool center.

Signature of Parent/Guardian Date

PARENT ACKNOWLEDGMENT FORM

I have received and read the Afternoon Adventure Parent Handbook and Behavior Agreement. I understand that my child and I are expected to follow all policies, procedures, and behavior expectations outlined in these documents.

Parent Signature Date

Parent Signature Date