



Handbook

2010 – 2011



Discovery – Primary School



Grow & Learn – Elementary School



Blitz – Middle School

Dansville After-School Programs contact information

Main Office: **335-7890** 8am-1:30pm (M-F)
Call the sites after 1:30pm – until 5:20pm (M-F)
Discovery Primary School Site: **335-4040 ext 2131**
Grow & Learn Elementary School Site: **335-4030 ext 3129**
Blitz Middle School Site: **335-4020 ext 6089**

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**I
Program Schedule**

Student Pick-Up

The Dansville After School programs operate Monday through Friday from 2:15 p.m. until 5:20 pm. Students are expected to be picked up by **5:20 sharp** at your child’s respective school cafeteria. You must come inside to pick up your child. There is a specific after school doorbell at all of our schools near the cafeterias, please use them so we can let you in to pick up your child. *The after school staff will not bring your child to you for any reason.* **A late fee of \$1.00 per minute after 5:20pm will be charged to you.** A bill will be sent to you in the mail. If this fee is not paid, your child may be permanently excluded from the after-school program. *Blitz and Grow & Learn students who are signed up to walk home will be dismissed at 5:20pm unless otherwise noted.
Discovery doorbell located – right side of building in-between H.S. and Primary.
Grow & Learn doorbell located- left side of building past the gym.
Blitz doorbell located- brown door right side of building just off of the bus loop

***Blitz Program Note** –There may be days when we travel to **Williams Memorial Park on Washington Street (a.k.a. the Girl Scout House** -one block from the school) or to the **Dansville Foursquare Church at 49 West Ave** for various activities. You will see a sign on the brown doors with our location if we are not at the school.

Snack

There will be a healthy snack provided daily during program hours.

Program Closings

The After-School Program may be closed certain days for staff development. You will be made aware of these dates through our newsletter. Program will be closed whenever there is no school (see school calendar for those dates). Also, there will be no program on half days.

Emergency Closing

If school is closed due to inclement weather or impassable roads, an announcement will be made over the following radio stations: WDNY, WHAM, WYSL, WHHO; and the following television stations: WXXI (channel 21), WHEC (channel 10), WORK (channel 13), WGRZ (channel 2), WROC (channel 8). **Also, if the school closes early or cancels after-school activities, our program will also be closed.**

***Please have an emergency plan for school/program closings and make sure that your child knows what to do and where to go.**

Professional Development Days

(No School or After-school Program)

Tuesday, September 7th – full day off

Friday, November 12th – full day off

Friday, January 28th – full day off

Monday January 31st – full day off

Monday, March 28th – full day off

Parent Conference/Early Dismissal Days

(No After-school Program)

Thursday, Nov 18th – 11:30 dismissal

Friday, Nov 19th – 11:30 dismissal

Thursday, March 24th – 11:30 dismissal

Friday, March 25th – 11:30 dismissal

Scheduled Holidays

(No School or After-school Program)

Labor Day- Monday, September 6th

Columbus Day – October 11th

Veteran's Day – Nov 11th

Thanksgiving Recess - Nov 24th-26th

Winter Recess – December 24th – 31st

Martin Luther King, Jr. Day – January 17th

Presidents Recess- February 21st – 25th

Spring Recess – April 18th – 22nd

Memorial Day – May 30th

**Last day of after school program – June 17th, 2011*

II

Admissions Policy

Parent Advisory Board

In the ongoing attempts to improve and expand our programs we are asking for your help. We strongly value the involvement of our parents. The board consists of concerned parents such as you, who can assist us in directing, organizing, and implementing fundraising campaigns that bring in much needed operating funds for the program. I am especially interested in ideas to help parents struggling with the current increase in tuition requirements. We also encourage your input on the programs in general. The Parental Advisory board meets 3 times a year for only a half-hour. Please consider partnering with us, this is your chance to have a voice in the program. The Dansville After School Programs and the students who attend them will benefit from your involvement.

Tuition

A **\$60** non-refundable deposit is due to register your child; it will be applied to your first month's tuition bill. The tuition is **\$160** per month. The Department of Social Services of Livingston County sets the widely used pay schedule for child care services. The current rate for children ages 6-12 is \$6.25 per hour. At that rate you would be paying \$337.50 per month per student (\$18.75 per day). You would be paying \$3,375 for 180 days (10 months) of after school programming. Considering our convenient locations and low rate (\$3 per hour) we believe we are still offering an incredible value at less than half the normal cost for the care we provide.

Payment will be due on the 1st of each month. You will be pre-paying for the ensuing month. Only checks or money orders will be accepted (make payable to CCE). If you fail to pay by the 1st, your child will be suspended from the program and you will have to make an appointment to pay up the balance and pay a \$25 late fee to reinstate your child. If you do not make arrangements within one week your child's spot will be given to the next in line on the waiting list. You may pay at site or send your payment to:

Dansville Afterschool Programs
49 West Ave
Dansville, NY 14437

Absolutely no refunds will be given for any reason.

Please note - Financial hardship scholarships are being made available, if you want to apply contact Shawn Harnish to make an appointment, income verification will be required. Awards will be dependent on available scholarship funds.

Discrimination

The Grow & Learn After-school Program provides equal program opportunities. We will not discriminate based on race, color, national origin, sex, or religion.

Maximum Enrollment

For each semester there will be an enrollment cap at each of the sites.

Discovery = **50**, Grow & Learn = **40**, and Blitz = **30**.

If enrollment applications exceed the maximum allowed students then precedence will be given to the students who School staff and the Program Coordinator determine are the most at need. A criterion is based on parent's work schedule, academic performance and behavioral patterns. Parents must select the days that their child will be attending the program. Once all paperwork is received, the respective site supervisors will call the parent to confirm the student's start date. We are by NYS law required to maintain a ratio of 1:10, which is 1 adult per 10 students at the Primary and Elementary schools and 1:15 at the Middle school. (*Certified by NYS Office of Children and Family Services*)

Admissions Requirements:

To enroll your child in the Dansville After-School Programs the parent and student will need to fill out all requested forms including:

- Agreement Form/ Daily Attendance
- Registration Form
- Sign Out Information Form
- Grade Consent Form
- Emergency Closing Form
- MAT (OCFS-LDSS-7006, OCFS-LDSS-7002)
- 4-H Enrollment Form
- Blue Card (Emergency Contact)

III

Our Rules

- We will enforce the three R's. Respect the staff, Respect each other and yourselves, and Respect all property.
- Students are expected to walk directly to the cafeteria after school lets out. If a student arrives exceptionally late without a pass from a teacher, parent or school staff, they will be referred to the principles office. They are to have already obtained anything they need from classrooms, and their locker. Students will not be permitted to return to their locker or classroom once they have signed into the program.
- Students attend the program **only** when they attend school.

- Participation in activities or events is highly encouraged (at least try it once).
- Students will at all times observe the Golden Rule:
Treat others as you would have them treat you.
- Students must follow the direction of the program staff and volunteers at all times.
- When outdoors, students must always stay with the group and not separate for any reason.
- Students must never use physical violence and/or verbal abuse towards anyone.
- If a student is sent to the Penalty Box (Time Out) three times in one week, they will receive a disciplinary referral, which is a form notifying the school Principal of the child's actions. Once this referral is given, it is up to the principal to handle the disciplinary consequence. If the child continues to misbehave they will not be able to attend the after school program for the amount of time specified by program staff.
- Any student exhibiting violent behavior (ie. fighting, pushing, hitting) may be suspended from the program for up to 2 weeks. Further violent behavior may result in expulsion from the program.
- Students may only use cell phones to call parents. Students must ask permission before calling and calls will be supervised.
- Program staff may add to or amend these rules at any time.

IV Sickness Policy

If a child is absent from school due to illness, they are not permitted to attend the program for that day.

**If the staff notices any of the following, the parent will be called and expected to pick up their child from the program.*

- The child does not feel well enough to participate comfortably in the usual activities. The child care staff and/or site supervisor will make the decision.
- The staff cannot care for the sick child without interfering with the care of the other children. Again the decision to exclude your child from the program will be at the discretion of the child care staff and/or site supervisor.
- An axillary (armpit) temperature of 100°F or greater, who also has behavior changes or other signs and symptoms.

- Uncontrolled diarrhea (accidents-child can't get to the toilet in time; or 3 or more bouts of diarrhea in one day).
- Vomiting in the previous 24 hours until the vomiting stops or a health professional determines that the child may be in child care.
- Pink eye with white or yellow discharge until 24 hours after treatment is started.
- Scabies, head lice or other infestation until 24 hours after treatment is started and the child is nit-free.

Dansville After School Program's are Medication Administration Training (MAT) Certified through New York State Child Care Council.

We are able to serve children with special health care needs. Defined by NYS this is

“A child who has a chronic physical, developmental, behavioral or emotional condition expected to last 12 months or more and who requires health and related services of a type or amount beyond that required by children generally”

What this basically means is we can now accept and administer Asthma inhalers, Benadryl, EpiPen's, and other child specific medications at all three of our program sites.

If you would like to take advantage of our new status please speak with your respective site supervisors. The following steps will need to be completed:

1. They will fill out an OCFS-LDSS-7006 Individual Health Care Plan for a Child with Special Health Care Needs form with your assistance.
2. You will need to fill out an OCFS-LDSS-7002 Written Medication Consent Form with your health care provider and return it to program site.
3. At that point you may deliver your child specific medication to the Site Supervisor only. They will have you sign another form documenting the receipt of any medications.

All medications will be kept under lock and key and emergency medications (e.g. EpiPen) will be placed in our first aid backpacks that always travel with staff and children. If you have any other questions please speak with your site supervisors. Again, we are very excited to offer this service to our parents and students. This process is in response to our continuous improvement efforts on our programs. It is our privilege to serve the community of Dansville in this way.

V

Student Behavior and Discipline

We follow the Dansville School Code of Conduct. These policies may be found in your school handbook or on the DCS website www.dansvillecsd.org

VI

Program Activities

Parents and students will be made aware of field trips, special events, and various program activities by newsletter and/or verbally by the program staff.

VII

Program Staff

Shawn Harnish- Program Coordinator

Sarah Sonnleitner – Site Supervisor Discovery

Sarah Aprile- Site Supervisor Grow & Learn

Jim Hinrich- Site Supervisor Blitz

Youth Workers

Donna Horton- Administrative Coordinator

VIII

Statement of Goals

The Dansville after school programs consist of 5 primary goals.

1. **A Safe Place.** This is our most important and prominent goal. It is our intent to provide your child with a fun, friendly, and most importantly safe place. We have a zero tolerance policy concerning any form of violence. Research shows that most delinquent behaviors occur between the hours of 3:00 and 6:00pm. These are the most unsupervised times for youth. By providing staffed supervised after-school programming, students are safer.

2. **Academic Enrichment.** We provide a daily homework lab to help your child finish their assignments on a regular basis. Our staff is in regular communication with school personnel/teachers and are there to help your child succeed. While we provide a 30 minute homework lab we **do not** guarantee that students will finish all of their homework. We create an environment where students are strongly encouraged to develop the concept of work now and play later.
3. **Community Service.** We regularly engage the students in creative and fun community service projects. We believe it is a great way for students to become more connected with their community, and for the community to see our students as assets to the area.
4. **Creative Use of Time.** A little TV is fine, but we believe in engaging the mind. We have an awesome variety of activities for the students to get involved with. Teaching them how to find productive and challenging activities is our passion.
5. **Personal Investment.** Character education is built right into the program. We have several guest speakers who cover topics from violence, drug and alcohol prevention to bicycle safety. We consistently reinforce the importance of solid character building.

Our Promise to the Parents:

1. **Safety:**

To assure parents that their youth will be in a safe, healthy environment, where emotional, social, and physical needs will be met.

2. **Quality Programming:**

To provide quality programming striving for excellence in all we do. Our goal is to create a program that your kids will want to come to everyday.

3. **Two-way Communication:**

The program will provide two-way communication between the parents and the staff, and to ensure that the parents are kept informed about the program and their youth. Parents should feel free to call the program or stop by anytime they wish.

4. **Parent Involvement:**

The program will provide an opportunity for the parent to participate in the activities.

5. **Program Information:**

To provide a written explanation of policies, and activities that will be going on during the program.

IX Program Philosophy

The Dansville after school program's philosophy is to help all youth in the following developmental areas:

- Foster the self-worth of each student.
- Develop their interpersonal and intrapersonal social skills, and promote respect for cultural diversity. Foster an appropriate sense of independence based on their level of maturity, and develop their refusal skills.
- Provide help with homework, tutoring, and other learning activities.
- Provide time and space for quiet study.
- Provide new, developmentally-appropriate enrichment activities to add to students' learning at school, help them develop thinking and problem-solving skills, and spark their curiosity and love of learning.
- Provide recreational and physical activities to develop physical skills and constructively channel youth's energy pent up after a day sitting in a classroom.
- Encourage participation in individual sports activities to help youth develop self-esteem by striving for a personal best, and participation in group sports to provide lessons about cooperation and conflict resolution.

Through extensive research, Search Institute has identified the 40 Assets as building blocks of healthy development that help young people grow up healthy, caring, and responsible. We fully embrace the asset building philosophy, for more on this check out www.search-institute.org.

The after-school staff has also been trained in the Advancing Youth Development, model of youth work. We believe in providing youth with supports and opportunities to experience true leadership roles in our program.

The entire staff is trained in CPR and First Aid certified through the Red Cross.