

D.E.D.

(Davis Extended Day)

H.E.L.P.

(Homework Enhanced Learning Program)

Parent Handbook Policies and Procedures



PHILOSOPHY

H.E.L.P. strives to provide qualified staff to care, nurture, teach and mentor youth. We want the children in *H.E.L.P.* to experience academic success and gain personal confidence. In addition, we would like to provide students and families an opportunity to increase literacy, language skills, job skills and acquire access to needed services.

MISSION STATEMENT

(Insert Your Own Program Mission Here)

(example)

To provide quality programming in a safe, nurturing and educational environment, to instill in youth a passion for learning and to further develop character and social skills helping participants to become responsible citizens in a global community.

(Insert Your Own Program Mission Here)

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Dear Parents/Guardians,

The staff at *H.E.L.P* would like to take this opportunity to welcome your family. We pride ourselves in creating an environment where students are encouraged to pursue their own interests, develop lasting friendships, and grow confidence, independence, and respect for themselves and others. This parent handbook outlines what you may expect from the *D.E.D program* and what the program expects from you in return. We hope it will be helpful and we welcome your suggestions and feedback.

H.E.L.P. ***Responsibilities & Expectations***

As providers, WE agree to:

- _ Provide a consistent, quality and respectful program
- _ Provide a safe, wholesome and challenging environment
- _ Listen to student's concerns and answer their questions
- _ Treat each student with respect and dignity
- _ Respect each student and family's confidentiality
- _ Be sensitive to all cultures
- _ Encourage creativity, growth, and foster self-esteem in each student
- _ Assist each student in educational and recreational development
- _ Provide positive reinforcement and mild consequences to the students for negative Conduct

As a student, I agree to:

- _ Listen and abide by all directions of staff and teachers
- _ Be on time
- _ Practice respect to ALL other students and staff
- _ Practice respect of property
- _ Stay with my group at all times
- _ Try to resolve all conflicts or problems in a productive manner
- _ Leave personal belongings at home
- _ Remain drug, tobacco and alcohol free
- _ Display a positive attitude, be kind and show appreciation
- _ Have the right to feel safe
- _ Not disrupt the program or jeopardize the health and well-being of students and staff
- _ Have the choice of how I behave, with the full understanding of the consequences of my choices
- _ If a student chooses to bring games, puzzles, books, and personal items, parents must recognize that the staff cannot be responsible for loss or damage of these belongings.

General Information

Our Staff

H.E.L.P. strives to hire and train the best qualified staff. All staff must be highly qualified according to the Davis School District. Our staff are committed to providing engaging opportunities to the youth participating in our program.

Communication

H.E.L.P. utilizes many different ways to communicate and pass on information to our families. The use of phone trees, emails, newsletters and flyers will be used throughout the school year to get information to our families.

Dress Code

As students participate in activities, it is important for them to have proper dress for the occasion. Please make sure you provide appropriate clothing for weather activities. The staff will follow the District's policy on dress code.

Parent Involvement

Parent concerns, opinions, and suggestions are encouraged at any time. Communication with the site director, or staff assistants is encouraged. The D.E.D. is continually building community partnerships. We are always looking for parent involvement in building community awareness in the importance of afterschool programs.

Parents are encouraged to participate and volunteer in the program at anytime.

A Parent Center will be available at the program site. It will display parent calendars and newsletters, which will inform parents of what is happening in their student's program. The center will make available information on upcoming events and additional parenting resources. It will also have a schedule for the day as well as current contact information.

Volunteer Information

H.E.L.P. operates with the help of many volunteers in the community. These volunteers are required to sign in and out and review the program goals. We do not allow our volunteers to be alone with the students at any time. There is always a paid staff present to provide supervision.

Enrollment

Enrollment in the program shall be granted without regard to race, sex, religion, color, national origin, or ability to pay. Enrollment is open to any student who has a need for an extended day program. Student grades K-6 are eligible to participate in the Davis Extended Day and are enrolled on a "first come, first served" basis or referral by a teacher or the principal.

Children with special needs (physical, emotional or mental disabilities) are eligible to participate in H.E.L.P. as long as existing staff are able to provide adequately for the student's needs in the Extended Day setting. We are not able to accommodate students who do not have age appropriate hygiene skills. We also cannot accommodate students who are unable to follow the *Roles & Responsibilities*.

Parents of students with special needs are required to make an appointment with the site director prior to registering the students in the program.

The D.E.D enrollment will be open to all students attending the school site. The enrollment capacity will be established by the site director and principal according to the needs and space available at the school.

Before your student can begin participation in *H.E.L.P.* a registration packet must be completed.

The registration packet includes:

1. Youth Information
2. Parent/Legal Guardian Information
3. Emergency Contacts
4. Special Health Needs (allergies, medical needs, etc.)
5. People other than the parent/guardian who are authorized to pick up the youth
6. Fieldtrip/Transportation Release
7. Emergency Medical Treatment Release
8. A Computer and Internet Acceptable Use Agreement(on file in school office).

A Current emergency information and medical treatment form will be kept on file for each student. It will also be copied and taken on all field trips. It is the parent's responsibility to keep the program informed of any change in their child's emergency, medical or physical conditions. In case of serious illness or injury, the staff will follow parental instructions written on the student's medical treatment release form. However, in all cases, staff will call for emergency assistance in situations that are deemed to be serious enough in nature as to cause harm to your child's life.

Homework Policy

Students are required (per grant specifications) to work on homework for 30 minutes during program hours. This may include classroom reading or other homework provided by the classroom teacher. Each staff will assist students with any homework on a daily basis during that 30 minutes. If students do not complete daily homework during that time, it will be sent home and become the parent's responsibility to help their student complete it. If you have any specific homework needs for your child that the D.E.D program can help with please contact the site director.

Sign In/Out Procedure

The following procedures will be followed when youth arrive or leave the program.

□ Each youth must be signed in and out of the program by an authorized person listed on the registration form. When signing out you must include the date and time the youth arrives or leaves.

□ Persons signing youth in or out of the program shall use identifiers, such as a signature or initials and have photo identification if they are unknown to the provider.

Only parents or persons with written authorization from parents will be allowed to take youth from the program. In emergency situations, the parent may give verbal authorization to the program staff. The staff will question anyone that is unfamiliar to them and check their authorization to pick up a student. If someone else is picking up the student, notification to the site director is required in writing.

Parents are required to provide their own transportation for the student's pick-up each day. Whenever a student is picked up, a responsible adult must go in and sign the student out on their student's sign-out sheet.

All children must be signed IN to the before school program each morning. The school works with the fire and police department to set up a safe walking path to school with lights and cross guards. This is not the case in the early before school hours. If this will not work with your family please consider asking another before school parent to assist with this issue, or have your child wait and just walk to school when it is going to start. Remember that these programs are an option and for the good of your child. Please help support us with this.

Arrival to Program

Youth in grades K-6th will arrive to the cafeteria from their school day classrooms on their own. They are to walk directly to the extended day program immediately following the school bell.

The staff will take a roll within the first 15 minutes of the program. Any child unaccounted for will have a call to home to check on the child. If no answer the staff will then go down the contact list to find a responsible adult to verify the whereabouts of the child. In an event that no parent or contact is available the staff will make a written note of the efforts on their sign out chart and the local police will be contacted. Remember that early efforts to locate the child will also include talking to the principal, checking the school absent list, talking with the school teacher and other children in the program.

Departure from Program

Each youth's registration form indicates that the only available departure from the program consists of an authorized person signing the child out. There will be NO walking home from the program without that signature. You may have a friend of the family, neighbor, or other sibling (as long as they are in jr.high and listed on the approval to sign out list) sign out your child. This is for the safety of your child and the program.

We release your student as indicated on their registration form. Please contact the D.E.D program office in the event that a departure option has changed.

Daily Schedule

(Here is an example. Make sure all these components are included. Include your own here)

Monday-Thursday

3:30-3:45 Sign In and Welcome/free choice/greeting
3:45-4:00 Wash Hands and Snack
4:00-4:15 Outside Recess
4:15-4:45 Homework time
4:45-5:30 Daily Enrichment Activity Choices
5:30-5:45 Clean Up
5:45-6:00 Parent Pick Up

Friday

1:30-1:45 Sign In and Welcome/Greeting
1:45-2:15 Free choice
2:15-3:45 Friday Special Activity
3:45-4:00 Wash Hands and Snack
4:00-4:15 Outside Recess
4:15-4:45 Homework Time
4:45-5:30 Group Activity
5:30-5:45 Clean Up
5:45-6:00 Parent Pick Up

Snack

The *D.E.D* will provide a daily nutritious snack. It is the responsibility of the parent/guardian to inform the program if their child has any food allergies.(see health form) The program will provide appropriate snack options for those with special dietary needs. Snacks are provided by the USOE therefore we must comply with their regulations. USOE mandates that we provide a drink and snack each day to every child enrolled in the program.

Healthy Practices

Staff and youth will wash their hands with liquid soap and warm running water at the following times:

- After using the toilet
- Before eating
- Before and after food preparation

We encourage hand washing at these additional times throughout the day:

- Upon returning from outdoor activities
- After wiping noses
- After handling animals
- Before and after food preparation during cooking clubs

Hand washing procedures will be posted throughout the program area. All areas utilized for food preparation or eating will be sanitized prior to use. We also have hand sanitizer available at all times.

Child Abuse/Neglect Reporting Requirements

Utah law requires any person who has reason to believe that a child has been subjected to abuse, neglect, or dependency to immediately notify the nearest Office of Child and Family Services, a peace officer, or a law enforcement agency. Abuse, neglect, or dependency of a child can be physical, or sexual.

Exclusion of Staff and Youth

If a youth has a communicable disease, the youth must be removed from the program until the proper treatment has been completed and/or the doctor releases the student. Youth with any of, but not limited to, the following symptoms should not attend the *D.E.D*

Program:

- Fever
- Diarrhea
- Vomiting
- Undiagnosed Rash
- Inflamed or Matted Eyes
- Severe cold, cough, and/or sore throat

We do not care for ill youth. If your student shows signs of illness after arriving at the facility, we will separate the him/her from the other youth. If your student becomes ill during program time, the Site Director will contact you and require you or an authorized person to pick the student up from the program. If a parent cannot be reached, the youth's emergency contact numbers will be called. (see "Should I send my child to school? Form)

Medication

We prefer not to give *any* medication to youth, but if a youth is to receive *any* medication during the hours of the program, the following policies must be adhered to.

Our program will administer medication to a youth only after receiving a completed Authorization for School Personnel to Administer Medication form. If your child is in need of medication during D.E.D program hours you may receive the Administration form from your site director.

Attendance Policy

For the safety of your student, we ask parents to notify the *Davis Extended Day Office* if their youth will not be attending the program according to registration guideline In the event of illness, vacation or other activities on a regularly scheduled attendance day. The *D.S.D Program* site director needs to be notified by parents either through a written note or personal phone call. If the youth has attended the school day and has not arrived to the program, staff will attempt to notify a parent or emergency contact. If parents, guardians, and emergency contacts cannot be reached and the child is not located, local law enforcement will be called.

(include your own school attendance specifics)

Transportation / Field Trips

At our program we do not transport after the program. Our program policies apply to the transportation of youth to and from off-site activities through the school district. For youth attending any field trips, a transportation release form will need to be signed by the parent or guardian (included on registration process). If there are delays with the return of a field trip, a program staff member on the field trip will notify the program office, then parents or legal guardians will be notified by a program staff on site. The program cell phone will be taken on all field trips.

Accident/Injury

If a minor accident or injury (a scrape, cut, bump, etc.) occurs with a youth during program times the staff person attending to the youth will administer minimal first aid. If a more severe incident occurs (hitting their head, open wound etc) an incident report will be filled out. A copy of the report, including how the incident occurred and steps taken will be given to the parents upon pick up of their child.

Computer Use and Internet Safety

It is the policy of *H.E.L.P.* to permit students to have internet access. An Acceptable Use Contract must be signed by the student and his/her parent or guardian. This contract is maintained in the school office.

Grievance Process

The *D.E.D. program* is an equal opportunity employer, and holds that all employees, parents, and youth shall be free from all forms of discrimination and conduct which can be considered harassing, coercive, disruptive, or in violation of any civil rights.

- Employees, parents, and youth wishing to appeal decisions and/or actions made by the *D.E.D. Program* shall first discuss the complaint with the Site Director. The Site Director shall conduct an investigation into the complaint as deemed necessary.
- The Site Director may also include the school principal, counselor, or your child's school day teacher if needed to help resolve the issue.
- You may always use the suggestion box to address any problems, concerns or ideas of the program.

It is the goal of the *D.E.D. Program* to guide youth in becoming happy, responsible, cooperative participants through positive, non-threatening teaching techniques. We want to increase youth's respect for themselves by guiding them to become responsible for their own actions, and to help them grow in their respect for the rights and feelings of other people. It is our policy to avoid forms of discipline that might impair the youth's self-respect. The staff's role is one of a strong leader and role model helping youth grow towards self-discipline and self-direction. Every effort will be made to obtain information that will help us understand your youth. This may include conferences with parents, classroom teachers, site director, staff assistants and school principals. When behavior problems arise, youth will be given options. We will find out what works best for each youth. The program uses discipline to encourage the youth's self-control and reduce risk of injury and any adverse health effects to self or others. The program will use the following positive discipline measures:

(Example)(Please include your own discipline and reward policy here)

- Listen to youth's concerns and answer their questions
- Respect each youth's point of view
- Encourage creativity, growth and foster self-esteem in each youth
- Provide positive reinforcement and mild consequences to the youth for negative conduct
- Redirection
- Encourage problem solving and critical thinking

Emergency and Disaster Preparedness

Our program has an emergency and disaster plan which follows the schools procedures for reporting emergencies and evacuating the facility. This written plan is at the school and immediately accessible to all staff, substitutes and volunteers. Evacuation plans are posted in prominent locations of each room or area that the *D.E.D* program operates in. The program holds quarterly emergency drills which are documented. The program is inspected annually by the local fire authority and maintains fire extinguishers with a current tag.

Evacuation site: If there is an emergency or disaster which requires us to leave our site, we will evacuate to _____ . If that site does not work out, our back up evacuation site is _____ .

We will transport the youth to the evacuation site by walking.

The program emergency and disaster plan is as follows:

- The person in charge is the Site Director.
- The person with decision making authority is the Program Director.
- People who will be notified in an emergency are the School principal, Program Manager and parents.

Emergency telephone numbers:

- Emergency medical personnel 911
- Fire Department *LOCAL NUMBER*
- Ambulance Service *LOCAL NUMBER*
- Police *LOCAL NUMBER*
- Poison Control 1-800-222-1222

Fee Schedule

(Include your own fee schedule, late fee's etc here)

