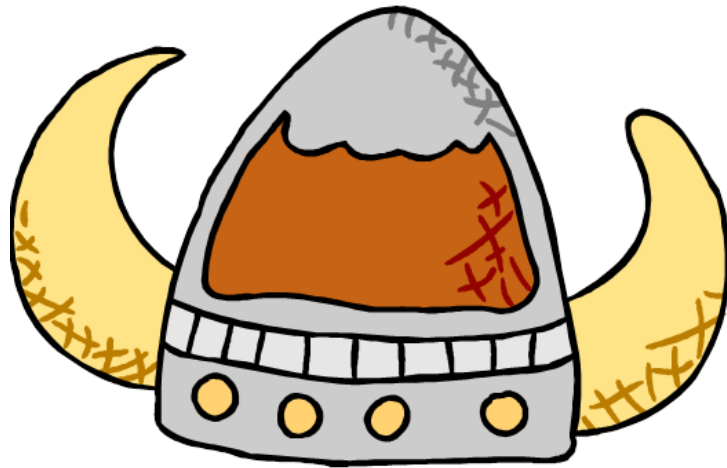


North Davis Jr. High in collaboration with USU 4-H Extension, Boys & Girls Club of Weber Davis, Clearfield City Parks & Recreation, and the Davis County Health Department presents:

PROGRAM C.A.R.E.



North Davis Jr. High's Extended
Day Program

**Parent Handbook
2016 – 2017**

Program C.A.R.E. Parent Handbook

Welcome to Program C.A.R.E! This exciting Extended Day Program takes place before and/or after regular school hours. It provides students with extra opportunities to receive academic help and participate in fun activities that encourage further learning and the acquiring of new skills. Throughout the year tutoring in core subject classes is offered along with a variety of enrichment classes. Youth are encouraged to pursue their own interests, develop friendships, and grow in confidence, independence and respect for themselves and others in a fun, homelike atmosphere. We work with many collaborative community partners to make our program a success! **Any NDJH student or Clearfield community resident 5th grade through 12th grade may attend our program!**

Fee Policy

It is the intent of the program to provide the highest quality service at the lowest cost to parents. The program is subsidized through Federal and State Grants and student tuition. The registration fee is **\$25.00** per student per term. Some of the activities offered by Program C.A.R.E. are FREE. The cost breakdown is below:

- Morning (AM) Basketball—FREE
- Morning (AM) Tutoring—FREE
- After School (M-TH 3:15 PM-4:15 PM) Tutoring ONLY—FREE
- Program C.A.R.E. Enrichment Classes (M-TH 4:15-6:00, Fri. 2-4)--\$25.00 registration fee

The registration fee is non-refundable. This registration fee ensures enrollment in Program C.A.R.E. All tuition is based on a term rate. There are no discounts for vacations or absences. We accept cash or checks made payable to NORTH DAVIS JR. No credit cards are accepted. Any returned checks are subject to a \$25.00 returned check charge.

Tuition Fees are due PRIOR to the term where services are provided.

Payments may be given to Program C.A.R.E.'s site coordinator or a staff member. If tuition is a financial burden, contact the site coordinator to discuss financial sponsorships or setting up a payment schedule. If tuition fees are not kept current, a student may be dismissed from the program. Notices and flyers will be sent to the home prior to any student's dismissal from the program.

Program C.A.R.E. closing time is 6:00 p.m. Monday through Thursday and 4:00 p.m. on Friday. **Parents, if children remain past closing time, a \$5.00 overtime charge for every 15 minutes late or fraction thereof, per child will be charged.** If there is an emergency, please call the Program C.A.R.E. Afterschool Office at (801)402-6500. Our staff has things to do after their work schedule with Program C.A.R.E., so, after every attempt is made to contact the parent, guardian and every available phone number on the student's registration form for a student that is here later than the 6:00 sign out time, LOCAL POLICE will be contacted to pick up your child.

Health and Safety Policy

Students with communicable diseases are not permitted to attend the program. If your student is sick, please keep them home. If a student comes to the program showing signs of a communicable disease (fever, diarrhea, vomiting, etc.) a parent/guardian will be contacted and required to pick up their student. Program C.A.R.E. does NOT administer **any** type of medication to students.

A current emergency information form will be kept on file for each student. It is the parent's responsibility to keep the program informed of any change in their child's emergency, medical or physical conditions.

In all cases of injury or illness, attempts will be made to contact parents immediately and involve them in the decision regarding treatment. Staff will deal with serious emergencies in the most expeditious way possible. If a student is sick, the staff cannot devote the time necessary to comfort and C.A.R.E. for this student. If a student becomes ill while at the program, the parent will be called immediately to pick up the child. It is vital to the health of all youth that ill students not have the chance to spread an illness. Parents will be notified regarding contagious illnesses. Until the parent arrives, the student will be excluded from activities with the other youth. The student will rest in the "quiet area" secluded from the main program area supervised by a staff member. Students with fevers should be kept home until 24 hours after the fever drops below 100 degrees without the use of fever-reducing medications.

At least two members of our staff are First Aid/CPR Certified. As a further safety precaution: Fire, disaster or other emergency procedures will be practiced every quarter.

Transportation Policy

Students in the program have the option(s) of being picked up by an authorized adult, walking home, or riding the Program C.A.R.E. bus, according to parent authorization on the registration form. The bus leaves North Davis Junior High Monday through Thursday at 6 PM and Friday at 4 PM. Students who are both *enrolled and participating* in Program C.A.R.E. are able to take the bus.

Guidance Policy

Program C.A.R.E. hires and trains staff who have experience in related school-age programming and have passed a background check. The Program C.A.R.E. staff consists of a program director (who oversees the program), site coordinator (who supervises the staff and program on a day to day basis), and afterschool staff who take a lead in activity and curriculum planning and work directly with the youth. Our staff is committed to providing an environment that encourages the growth and learning of school-age youth.

It is the goal of Program C.A.R.E. to guide youth in becoming happy, responsible, cooperative participants in this program through positive, non-threatening teaching techniques. We want to increase the youths' 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. For this purpose, the Code of Conduct was developed to be used in Program C.A.R.E.

Program C.A.R.E. Code of Conduct

Our primary goal of Program C.A.R.E. is to build character while participating in our program. We expect all youth and adults to abide by the following behavior while participating in Program C.A.R.E.:

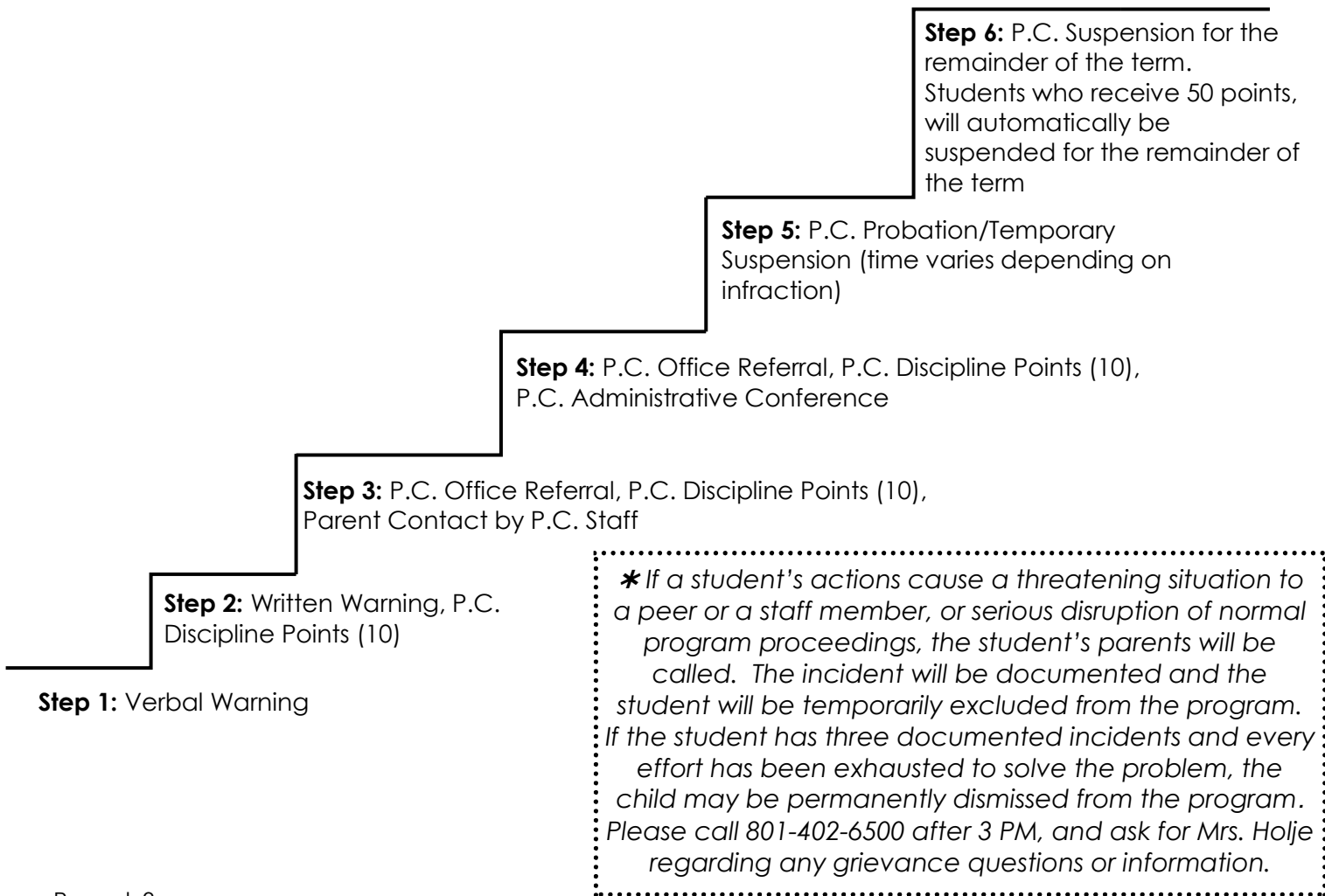
As providers, WE agree to:

- ❖ 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:

- ❖ Exhibit positive character and behavior including (but not limited to) trustworthiness, responsibility, respectfulness, caring, citizenship and fairness
- ❖ Attend all sessions as part of a planned program and be in the assigned area at all times
- ❖ Follow guidelines and rules established for Program C.A.R.E.
- ❖ Listen and abide by all directions of staff and teachers
- ❖ Be responsive to the reasonable requests of the Program C.A.R.E. staff and respectful of the needs for their personal safety and the safety of others
- ❖ Follow the NDJH dress code policy, use appropriate language, and respect the rights of others
- ❖ Be respectful of public or private property and will be responsible for any damage, theft, or misconduct
- ❖ Not possess or use alcohol, illegal drugs, or tobacco products
- ❖ Not behave recklessly, engage in sexual misconduct, assault, threaten or harm another person
- ❖ Promote the spirit of inclusion and comply with equal opportunity and anti-discrimination laws

Discipline Policy



Program C.A.R.E. Dress Code Policy

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 school day dress code also applies to Program C.A.R.E. The school day dress code can be found in your student's school planner and/or on the school's website.

Program C.A.R.E. Schedule

Morning (A.M.) Schedule:

Monday-Thursday

7:00-8:00 (Breakfast Club/Tutoring) Counseling Center Computer Lab

7:30-8:00 A.M (Math Tutoring) RM 220

Monday-Friday

7:00-8:00 A.M. (Basketball) Gym

***Afternoon (P.M.) Schedule:** Actual classes will change each term, but the times will remain the same. Class size is limited, so be sure to sign up early!

Monday –Thursday

2:55 – 3:15 Snack (served until 3:10) in the commons

3:10 – 3:15 Students need to be in a supervised area, or leave the building and go home

3:15 – 4:15 Academic Hour (Tutoring) in session

4:15 – 4:20 Rotate to Announcements

4:20 – 4:30 Announcements

4:30 – 4:35 Rotate to first Enrichment Class

4:35 – 5:15 First Enrichment Class in session

5:15 – 5:20 Rotate to second Enrichment Class

5:20 – 5:55 Second Enrichment Class in session

5:55 – 6:00 Program Ends / Sign Out / Students go home or board bus

Friday

2:00 – 2:15 Snack and Announcements in commons

2:15 – 3:05 Enrichment Classes in session

3:05 – 3:10 Rotate to Fun Friday group activity

3:10 – 3:55 All students participate in Fun Friday group activity

3:55 –4:00 Program Ends / Sign Out / Students go home or board bus

*Schedule is subject to change.

Program C.A.R.E. will be closed any time the schools are not in session. Program C.A.R.E. will be closed on holidays observed on the calendar year. If there is a time when the program will not be offered, a written notice will be on the registration form and Program C.A.R.E. newsletters.

If school closes for reasons of a natural disaster or bad weather conditions, etc., parents or a designated person will be required to pick up the student at an earlier time or the student will be sent home.

Snack Procedures

Each day the program will provide a nutritious and well-balanced snack for each student. The snack will be served by a staff member with a Food Handler's permit. We are required to provide your student with a snack; however, your student is not required to eat it. **It is the responsibility of the parent to inform the staff if their child has any food allergies, and to make note of allergies on the Medical Information section of the registration packet.**

Registration Form

It is critical that current information be on file. Phone numbers of home, work and emergency contact persons must be included on the registration form. This form must be updated as needed. The registration form also includes media and information release, code of conduct, discipline, and dress code agreement, informed consent/liability waiver, and medical information and release. Both the parent and the student must sign the registration.

Absence Procedure

We cannot be responsible for a student that does not sign in to the program. If your student is absent from the program, we will assume that they were absent from school. Excessive patterns of absence will be looked into and a parent/guardian will be notified.

Enrollment

Enrollment in the program shall be granted without regard to race, sex, religion, color, or national origin. Enrollment is open to any student in the Clearfield community grades 5-12 or NDJH student. Students are enrolled on a "first come, first served" basis.

Children with special needs (physical, emotional or mental disabilities) are eligible to participate in Program C.A.R.E. as long as existing staff are able to provide adequately for the student's needs in the Afterschool setting. We are not able to accommodate students who do not have age appropriate hygiene skills or those requiring us to have specialized equipment or extra personnel. We also cannot accommodate students who are unable to follow the Code of Conduct. Parents of students with special needs are required to make an appointment with the site coordinator prior to registering the students in the program.

****Parents must fill out and sign the required forms before any student is admitted to the program.****

Parent concerns opinions and suggestions are encouraged at any time. Communication with the program director, site coordinator, or afterschool staff is encouraged. Parents are also encouraged to participate and volunteer in the program! Please contact the program director or site coordinator to make schedule arrangements.

In the office there will be a display or parent calendars and newsletters and additional information which will inform parents of what is happening in their child's program.

Sign In/Sign Out Procedures

The program is not based on mandatory attendance. We do not want to compete with your student's extracurricular or family activities. Your student is not required to attend the program if they are involved in such activities. This program is designed for students, along with their parents/guardians, to create their own schedule.

Sign In: The Morning (AM) program classes are drop-in classes. Students sign themselves into the class they choose to attend. During the Afternoon (PM) program, students sign in by taking snack or attending Academic Hour. If a student arrives after program classes are in session, they must sign in at the office.

Sign Out: During Morning (AM) hours, students aren't required to sign out because of the drop-in nature of the classes. At the end of the Afternoon (PM) program, students sign out in the office or take the bus. If a student leaves early, they must sign out at the office or have a parent call to have them signed out. In cases where one parent is restricted or denied the right to pick up a student, the enrolling parent must provide Program C.A.R.E. with a copy of the court order, which supports the restriction in order for the restriction to be enforced.

Volunteer Information

Program C.A.R.E. appreciates the help of volunteers in our community. These volunteers are required to fill out an application. 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.

Additional Information

All personal belongings, including jackets, sweaters, lunch boxes, backpacks etc., should be labeled with your student's name. If a student chooses to bring games, puzzles, books, electronic devices and/or personal items, parents must recognize that the staff cannot be responsible for loss or damage of these belongings. **If you need to contact the program, please call Ms. Augustin, the Program Director, or Mrs. Holje, the Site Coordinator, at 801-402-6500 after 3:00 PM.**



Registration Form

Site: NDJH Program
C.A.R.E.

School Year:
2016-2017

Term: 1 2
 3 4

Name of Student (First, Middle, Last) _____ Birth Date _____ / _____ / _____ Age _____

Address _____ City _____ County _____ State _____ Zip Code _____

(_____) _____ - _____ Sex: Male Female Home Phone # _____ Hair Color _____ Eye Color _____

Race: Caucasian African American Latino American/Hispanic
 Native American Asian American/Pacific Islander Other: _____

Name of School Student Attends _____ Grade _____ Student ID # _____

★ Parent/Guardian Contact

| | | |
|---------------------------------------|---------------------------------------|---------------------------------------|
| Name of Parent/Guardian _____ | | Relation to Student _____ |
| (_____) _____ - _____ Home Phone # | (_____) _____ - _____ Work Phone # | (_____) _____ - _____ Cell Phone # |
| Email Address _____@_____. | | |

★ Departure Option (Please choose all that apply)

- Parent will pick up student
- Student can walk home after program
- Student will take Program C.A.R.E. bus home and get off at:
 - 1st stop: 925 South 1500 East (will service these apartments: Sundowner, Pepper Ridge, Wind Ridge, Country Oaks and Goldstone)
 - 4th stop: Country Crossing (775 West 800 North)
 - 2nd stop: Wasatch Elementary (300 E Center St)
 - 5th stop: Holt Elementary (525 North 1000 West)
 - 3rd stop: 4-Way Stop (250 West 800 North)
 - 6th stop: 1000 East 1525 South (will service these apartments: Oakstone and Windsong)
 - 7th stop: Antelope Elementary (1810 South Main)

★ Authorized Adults that Can Pick Up/Sign Out Student (Please list any additional names on a separate sheet)

| | | |
|---------------------------------------|---------------------------------------|---------------------------------------|
| Name of Authorized Adult _____ | | Relation to Student _____ |
| (_____) _____ - _____ Home Phone # | (_____) _____ - _____ Work Phone # | (_____) _____ - _____ Cell Phone # |

| | | |
|---------------------------------------|---------------------------------------|---------------------------------------|
| Name of Authorized Adult _____ | | Relation to Student _____ |
| (_____) _____ - _____ Home Phone # | (_____) _____ - _____ Work Phone # | (_____) _____ - _____ Cell Phone # |

★ Emergency Contacts

| | | | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|--------------|-------------|----------------|
| Name of Emergency Contact _____ | | Relation to Student _____ | | | |
| Address _____ | | City _____ | County _____ | State _____ | Zip Code _____ |
| (____) _____ - _____ Home Phone # | (____) _____ - _____ Work Phone # | (____) _____ - _____ Cell Phone # | | | |

| | | | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|--------------|-------------|----------------|
| Name of Emergency Contact _____ | | Relation to Student _____ | | | |
| Address _____ | | City _____ | County _____ | State _____ | Zip Code _____ |
| (____) _____ - _____ Home Phone # | (____) _____ - _____ Work Phone # | (____) _____ - _____ Cell Phone # | | | |

★ Medical Information and Release

| | |
|--|---------------------------------|
| Name of Family Physician _____ | (____) _____ - _____ Phone # |
| Does your student have any allergies? <input type="checkbox"/> No <input type="checkbox"/> Yes _____ | |
| Does your student have any medical concerns /special needs? <input type="checkbox"/> No <input type="checkbox"/> Yes _____ | |
| Does your student take any medication? <input type="checkbox"/> No <input type="checkbox"/> Yes _____ | |

In the event of an emergency, I give the Extended Day Program staff (School District / Program C.A.R.E. partners) permission to request emergency services for my student, which may include transportation to a medical facility. I also give the above listed physician permission to hospitalize and provide proper necessary treatment to my student in the case that none of the above listed emergency contacts can be reached.

Parent/Guardian Signature

_____/_____/_____
Date

★ Academic Information Use Release

I give the Extended Day Program staff (School District / Program C.A.R.E. partners) permission to view, print, track and store copies of my student's academic grades, progress reports, missing assignment reports, midterm reports, and other such reports for the purpose of assisting my student in improving their academic performance. I understand that my student's grades will only be viewed by the Extended Day Program staff, and will not, under any circumstances, be shared with other students or parents. I also understand that any and all copies of my student's academic information, acquired by the Extended Day Program staff, will be destroyed at the end of the current school year.

Parent/Guardian Signature

_____/_____/_____
Date

INFORMED CONSENT, WAIVER AND RELEASE AGREEMENT FOR THE AFTERSCHOOL PROGRAM

The undersigned being eighteen (18) year of age or older, in consideration for the opportunity for me and my child to participate in Program C.A.R.E., agrees to this waiver and release.

I understand that Program C.A.R.E. and its component classes are designed so that a parent or guardian can participate in a variety of programs or classes with his or her child or ward. I understand that I will be responsible for the primary supervision and control of my child/ward during the time that he/she and I are participating in the activities and/or classes. I recognize that there are general rules governing the program and specific rules governing each class. I acknowledge that these rules control my behavior and the behavior of my child/ward while attending or participating in the activities the program or each specific class. I understand that violation of these rules may result in me, and my child/ward, not being allowed to continue in the program or in a specific class. I acknowledge that I have read the general program rules and the specific class rules, and I agree that both I and my child/ward are willing to abide by them.

I acknowledge that some of the activities or classes involved in this program may carry a risk of personal injury. I also recognize that I and my child or ward will be required to provide my own clothing, shoes, and other personal equipment for some of these activities or classes. I further recognize that I will be responsible for me and my child or ward's transportation to and from the classes.

I recognize that some of the class activities will involve physical activity and may cause me and/ or my child/ward physical/emotional discomfort. I state that I and my child or ward are free from any known heart, lung, muscular-skeletal or other serious health problems that could prevent us from participating in the activities associated with this program and its classes. I further state that we are sufficiently physically fit to participate in the activities of this program and its classes.

I acknowledge that the activities associated with some of the classes may involve strenuous physical exertion or other types of activities that carry a degree of risk or for injury. I further recognize that there are natural and manmade obstacles or hazards, environmental conditions, and other risks that in combination with my actions may cause severe or fatal injury to me or to my child/ward. I freely agree to assume all risks which be associated with, or which may result from my participation in the aforementioned program and its classes or activities, including, but not limited to, travel to and from participation in all of the activities of the program.

I agree to release the Davis County School District, the Davis County Board of Education, and the State of Utah, Utah State University, 4-H and their agencies, departments, officers, employees, agents and all sponsors and/or officials and staff of any said entity or person, their representatives, agents, affiliates, directors, servants, volunteers and employees from any and all liability claims, demands, actions, and causes of actions whatsoever for any loss, claim damage, injury, illness, attorney's fees or harm of any kind or nature to me arising out of any and all activities associated with or arising from my participate in the aforementioned activities.

I agree to hold harmless, and hereby release the above motioned entities and persons from all liability, negligence or breach of warranty associated with injuries or damages from any claim by me, my family, estate, heirs, or assigns arising from or in any way connected with the aforementioned activities.

Consent

Consent is expressly given, in the event of injury, for any emergency medical aid anesthesia and/or operation, if the opinion of the attending physician, such treatment is necessary.

I have carefully read and understand the contents of the afore going language, and I specifically intend it to cover my participation in the Davis County School District-Program C.A.R.E. -Extended Day Program for the period of the 2016-2017 academic school year.

NAME OF CHILD OR WARD _____
(Please Print)

NAME OF PARENT OR GUARDIAN _____
(Please Print)

SIGNATURE OF PARENT OR GUARDIAN

DATE

Code of Conduct, Discipline Policy, and Dress Code Agreement

I _____ have read and understand the Program C.A.R.E. Code of Conduct,
(Print parent/guardian name)

Discipline Policy, and Dress Code.

Parent/Guardian signature

Date

I _____ have read and understand the Program C.A.R.E. Code of Conduct,
(Print student name)

Discipline Policy, and Dress Code.

Student signature

Date

Media and Information Release

I give NDJH, NDJH Program C.A.R.E., 4-H Afterschool, National 4-H Council, 4-H Cooperative Extension System, 4-H clubs and programs, its nominees, agents, and assigns, and Boys & Girls Club of America unlimited permissions to copyright and use, publish, and republish for purposes of advertising, public relations, trade, or any other lawful use, information about me and reproductions of my likeness (photographic or otherwise), my voice, and any related written text, whether or not related to any of the above affiliation, with or without my name during the 2011-2012 school year. I hereby waive any right that I (and Minor) may have to inspect or approve the copy and/or finished product or products that may be used in connection therewith or the use to which it may be applied.

Name of person photographed, recorded, or interviewed
(PLEASE PRINT)

Age (if minor)

Parent/Guardian Signature

Date

Consent of parent or legal guardian if above individual is a minor: I consent and agree, individually and, as parent or legal guardian of the minor named above, to the foregoing terms and provisions during the 2016-2017 school year. I hereby warrant that I am of full age and have every right to contract for the minor in the above regard. I state further that I have read the above information release and that I am fully familiar with the contents.

Parent/Guardian Signature

Relationship

★ Parent Handbook

I have received and read the Program C.A.R.E. Parent Handbook and agree to its contents.

Parent/Guardian Signature

Date

Student Signature

Date

