

General Instructions

This workbook contains five worksheets, including this instruction page. The following four sheets must be completed by filling in the requested information in the yellow cells.

Specific instructions are included on each of the following worksheets.

Please do not print this workbook and send it to your ERES. It must be emailed to your ERES no later than February 2, 2015.

Please include the name of your subgrantee and date of completion in the file name when it is saved.

Program Operation

Directions: Please list the operational times for each site in the spaces below. If you have two or more sites that have the same exact hours of operation, please just use one box for those sites and list each of those sites in the 'Site Name(s)' cell. Please place a 'N/A' in the cells that do not apply (e.g., if a site does not operate before school). Please be sure to scroll down on this page to see the 'Description of Activities' section. Please contact the program's assigned Education Research and Evaluation Specialist if additional space is needed to complete this sheet.

Site Name(s)	Mary School, Rabun County Elementary School, Rabun Cour				
Before School Hours of Operation					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time (e.g., 7:00AM)	N/A	N/A	N/A	N/A	N/A
End Time (e.g., 8:00AM)	N/A	N/A	N/A	N/A	N/A
After School Hours of Operation					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time (e.g., 3:00PM)	3:15 PM	3:15 PM	3:15 PM	3:15 PM	3:15 PM
End Time (e.g., 6:00PM)	5:40 PM	5:40 PM	5:40 PM	5:40 PM	5:40 PM
Weekends/Holidays/Other					
	Weekend	Holiday	Other		
Start Time (e.g., 8:00AM)	N/A	N/A	N/A		
End Time (e.g., 4:00PM)	N/A	N/A	N/A		

Site Name(s)					
Before School Hours of Operation					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time (e.g., 7:00AM)					
End Time (e.g., 8:00AM)					
After School Hours of Operation					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time (e.g., 3:00PM)					
End Time (e.g., 6:00PM)					
Weekends/Holidays/Other					
	Weekend	Holiday	Other		
Start Time (e.g., 8:00AM)					
End Time (e.g., 4:00PM)					

Site Name(s)					
Before School Hours of Operation					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time (e.g., 7:00AM)					
End Time (e.g., 8:00AM)					
After School Hours of Operation					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time (e.g., 3:00PM)					
End Time (e.g., 6:00PM)					
Weekends/Holidays/Other					
	Weekend	Holiday	Other		
Start Time (e.g., 8:00AM)					
End Time (e.g., 4:00PM)					

Site Name(s)					
Before School Hours of Operation					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time (e.g., 7:00AM)					
End Time (e.g., 8:00AM)					
After School Hours of Operation					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time (e.g., 3:00PM)					
End Time (e.g., 6:00PM)					
Weekends/Holidays/Other					
	Weekend	Holiday	Other		
Start Time (e.g., 8:00AM)					
End Time (e.g., 4:00PM)					

Description of Activities

Please provide a brief description of the activities and services offered by your program. This can include academic, personal enrichment and parent/guardian activities, field trips, outstanding one time activities, etc.

This year we are excited to be able to provide dinner(funded by CACFP) to all after school program students at each site location. **Rabun County Primary School**-Pre-K-2nd grade-Every Friday, we have enrichment activities based on a monthly theme, i.e. Self Awareness, Safe Choices, American Heroes, Random Acts of Kindness, Community Outreach, Cultural Diversity and Self Improvement. During our enrichment activities on Friday, we have had some great speakers from our local community: A local doctor and retired Colonel of the U.S. Army National Guard talked to our students about being a hero as a doctor while serving our country, a Rabun County EMT talked to the students about being a hero as an EMT. Our Chief Deputy with the Rabun County Sheriff's Department and his explosive canine, Pinda, talked to the students about how his dog was a hero. Our Clayton Police Department talked to our students about safe choices and strangers. Paws 4 Life, a no-kill open admission non profit corporation, gave a presentation on how to take proper care of your pets. During the month of December, our students collected toys and donated to the Children's Healthcare of Atlanta, and also made goodie bags to take to the residents of Cannonwood Retirement Center in Rabun County. **Rabun County Elementary School**, 3rd-6th grade-Every Friday, we have enrichment activities based on a theme, i.e. Self Awareness, Safe Choices, American Heroes, Random Acts of Kindness, Community Outreach, Cultural Diversity and Self Improvement. Some of the activities that the students have participated in are: self portraits, good manners class, juggling with scarves, plates, and beanbags, airplane design and flight paths, handwashing techniques, t-shirt folding, music appreciation, technology applications, etc. During the month of November and December, the after school students had a can food drive as well as a used toy and book drive. Donations were made to our local food pantry and to our local collection sites. Students also made table cloths for our Special Education Department Christmas Dinner for special education students. **Rabun County Middle School**, 7th-8th grade-Every Friday, we have enrichment activities as well as fitness and health. In September, our enrichment theme was self awareness. Students created timelines to reflect the milestones in their life and the goals they hope to reach in the future. They also created a black and white self-portrait and wrote what they value in their lives. They also created a "My Future" powerpoint presentation showing future goals. In October, our enrichment theme was safe choices. Students discussed cyber safety and cyber bullying. Student role played situations of bullying and how they should handle the situation. The students also created posters and banners to promote Red Ribbon Week at school. In November, our enrichment theme was American Heroes. Students chose a hero and did research on the internet. They also created notes and cards to mail to local veterans to thank them for their time in the service. They took a virtual tour of the Smithsonian National Museum of American History. In December, our enrichment theme was Community Outreach. The students made holiday placemats, holiday trees and assembled jingle bags for our local nursing homes. In January, our enrichment theme was Random Acts of Kindness. Students decided to collect coats, gloves and hats from home that are no longer being used to donate to those in need.

