

NORTH DAVIS JUNIOR HIGH

Expedition

AFTERSCHOOL PROGRAM



**PARENT HANDBOOK & REGISTRATION
2020-2021**



COVID-19 PROGRAM CHANGES



- Regarding masks and social distancing, the same procedures will be followed afterschool as during the school day. Therefore, Students **MUST** wear a mask to program every day. Students without masks will be sent home for the safety of staff and peers. While in program, students will stay at least 3 feet apart while wearing a mask. During activities where masks are not required, students will stay at least 6 feet apart.
- Students will attend program on the days they attend school (last names A-K will attend Mondays and Wednesdays, and last names L-Z will attend Tuesdays and Thursdays). Optional online activities will be available through canvas on days students work from home.
- The Expedition enrollment fee (usually \$60 per term) has been adjusted due to the change in schedule. The enrollment fee is now \$30 per term.
- After school, the building will be closed and doors will be locked. If you need to check out your child from program early, please email Miss Clow in advance.
- Staff will be sterilizing equipment more frequently, limiting class sizes, and distancing work areas.

*** Contact Miss Clow with any questions or concerns: aclow@dsdmail.net ***

Expedition Parent Handbook

Welcome to Expedition! Our program is here to provide students with the opportunity to explore new interests and develop friendships. We offer tutoring every day to help students catch up and stay on top of schoolwork, while providing a quiet and positive environment. After tutoring, a variety of hands-on enrichment classes are offered by our friendly afterschool staff for those who enroll in program. Any NDJH student or Clearfield community resident 7th-12th grade may attend Expedition.

Staff Information

Expedition hires and trains staff who have experience in related school-age programming and have passed a background check. The Expedition 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 students. Our staff is committed to providing an environment that encourages positivity, creativity, and learning.

Occasionally, Expedition includes volunteers from 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.

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 **\$60.00** per student per term. Some of the activities offered by Expedition are FREE. The cost breakdown is below:

Morning Basketball	FREE
Afterschool Tutoring ONLY	FREE
Expedition Enrichment Classes	\$30 Enrollment Free (Per Term)*

If tuition is a financial burden, contact the site coordinator to discuss financial sponsorships. No child will be turned away due to their inability to pay the fee.

*Enrollment Fee applies only to the 2020-2021 school year, due to attendance limitations. Enrollment is normally \$60 per term. This fee is non-refundable. This Enrollment fee ensures enrollment in Expedition. There are no discounts for vacations or absences. Fee is to be paid in NDJH main office. Tuition fees are due prior to program attendance.

Expedition 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 Expedition After School Office at (801)402-6500. Our

staff have other things to attend to after their work schedule with Expedition, 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.

Transportation Policy (Bus)

Students in the program have the option(s) of being picked up by an authorized adult, walking home, or riding the Expedition 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 Expedition can take the bus.

Expedition Bus Route:

1 st	925 South 1500 East (For apartment buildings: Sundowner, Pepper Ridge, Wind Ridge, Country Oaks and Goldstone)
2 nd	Wasatch Elementary (300 E Center St)
3 rd	4-Way Stop (250 West 800 North)
4 th	Country Crossing (775 West 800 North)
5 th	Holt Elementary (525 North 1000 West)
6 th	1000 East 1525 South (For Apartment Buildings: Oakstone and Windsong)
7 th	Antelope Elementary (1810 South Main)

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. Expedition 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 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 do not have the chance to spread an illness.

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.

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 Expedition. The school day dress code can be found in your student's school planner and/or on the school's website.

Expedition Code of Conduct

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

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 always
- Follow guidelines and rules established for Expedition
- Listen and abide by all directions of staff and teachers
- Follow NDJH rules and policies (including dress code, 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

Students will be given a verbal warning for violating the Expedition Code of Conduct (as outlined above). Parents will be contacted as a secondary warning. If the behavior persists, a meeting may be necessary regarding the student's enrollment in the afterschool program.

If a student's actions cause a threatening situation to peers or staff members, or a serious disruption of normal program proceedings, the student's parents will be called. The incident will be documented, and the student will be temporarily excluded from the program. If the student has been involved with multiple incidences and every effort has been exhausted to solve the problem, the student may be permanently dismissed from the program.

Please call 801-401-6500 after 3pm and ask for Miss Clow with any questions or for more information.

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.**

Expedition Schedule

Monday –Thursday

2:55 – 3:15	Snack (served until 3:10) in the lunchroom
3:15 – 4:15	Academic Hour (Tutoring) held in the library
4:20 – 4:30	Announcements
4:35 – 5:15	First Enrichment Class
5:20 – 5:55	Second Enrichment Class
5:55 – 6:00	Program Ends- Students go home or board bus

Friday

2:00 – 2:15	Snack in the lunchroom
2:15 – 3:05	First Enrichment Class
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

Absence Procedure

We cannot be responsible for a student that does not sign into 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 considered, and a parent/guardian will be notified.

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 every day. This program is designed for students, along with their parents/guardians, to create their own schedule.

Sign In: During the Afterschool program, students sign in by taking snack or attending Academic Hour. Students are expected to be in tutoring at 3:00, unless meeting with a teacher, club, or sports team. If a student arrives after program classes are in session due to one of the reasons listed above, they must sign in with a staff member.

Sign Out: At the end of the Afterschool program, students sign out with a staff member or take the bus. If a student leaves early, they must sign out with permission from a parent or guardian (text messages, signed notes, and phone calls are acceptable- however, it is preferred that parents send notice via email in advance). Parents may email the site coordinator any time or call the expedition office after 3 pm.

In cases where one parent is restricted or denied the right to pick up a student, the enrolling parent must provide Expedition with a copy of the court order, which supports the restriction for the restriction to be enforced.

To check out your student, email Miss Clow at aclow@dsdmail.net or call 801-401-6500.

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 7-12 or NDJH student.

Children with special needs (physical, emotional or mental disabilities) are eligible to participate in Expedition if existing staff can 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 site coordinator or afterschool staff is encouraged. Parents are also encouraged to participate and volunteer in the program! Please contact the or site coordinator to make schedule arrangements.

Registration Information

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 and accompanying waivers.



Registration Form

Site: NDJH
Expedition

School Year:
2020-2021

Student Information:

_____			_____
Student Name (First, Middle, Last)			Grade
_____	_____	_____	_____
Address	City	State	Zip Code
_____	_____	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Hair Color	Eye Color		
_____	_____		
Race: <input type="checkbox"/> Caucasian	<input type="checkbox"/> African American	<input type="checkbox"/> Latino	<input type="checkbox"/> Hispanic
<input type="checkbox"/> Native American	<input type="checkbox"/> Asian American/Pacific Islander	<input type="checkbox"/> Other: _____	

Parent/Guardian Contact:

_____		_____	
Name of Parent/Guardian		Relationship to Student	
(____) - ____ - _____	(____) - ____ - _____		
Cell Phone #	Alt. Phone #		

Email Address			

Emergency Contacts:

Contact #1:

_____		_____	
Name of Emergency Contact		Relationship to Student	
_____	_____	_____	_____
Address	City	State	Zip Code
(_____) - _____ - _____	(_____) - _____ - _____		
Cell Phone #	Alt. Phone #		

Contact #2:

_____		_____	
Name of Emergency Contact (#2)		Relationship to Student	
_____	_____	_____	_____
Address	City	State	Zip Code
(_____) - _____ - _____	(_____) - _____ - _____		
Cell Phone #	Alt. Phone #		

Departure Options: (Please check all that apply)

- Student will be picked up by Parent or Guardian
- Student may walk home after program
- Student will take the Expedition bus home and get off at the following stop:
(Check all that apply. For more information about the bus route, please see the Parent Handbook)
 - 1st stop: 925 South 1500 East
 - 2nd stop: Wasatch Elementary
 - 3rd stop: 4-Way Stop
 - 4th stop: Country Crossing
 - 5th stop: Holt Elementry
 - 6th stop: 1000 East 1525 South
 - 7th stop: Antelope Elementary

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 medications?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, _____

In the event of an emergency, I give the Afterschool Program staff (School District / Expedition 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 emergency contacts listed in this form can be reached.

Parent/Guardian Signature

Date

Academic Information Use Release:

I give the Afterschool Program staff (School District / Expedition 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 all copies of my student's academic information, acquired by the Afterschool Program staff, will be destroyed at the end of the current school year.

Parent/Guardian Signature

Date

Media and Information Release:

I give North Davis Junior High and the Expedition Afterschool Program full permission to use and publish content and information pertaining to my student for the purpose of advertising, public relations, trade, and other lawful use. This includes (But is not limited to) photographs, video, voice recordings, and written text. I hereby waive any right to inspect or approve the copy and/or finished product that may contain content as mentioned above.

Student Name (Please Print)

Student Age

Parent Signature

Date

Code of Conduct, Discipline Policy, and Dress Code Agreement:

I have received and read a copy of the Expedition Parent Handbook and agree with its contents. I understand the Expedition Code of Conduct, Discipline Policy, and Dress Code as outlined in the 2020-2021 Parent Handbook.

Student Name (Please Print)

Student Signature

Date

Parent Signature

Date

Informed Consent, Waiver, and Release Agreement for the Afterschool Program

I acknowledge that some of the activities or classes will involve physical activity that may carry a risk of personal injury. I freely agree to assume all responsibility for risk associated with or resulting from participation in the program, its classes, and its activities.

I state that my child is free from any known heart, lung, muscular-skeletal, or other serious health problems that could hinder safe participation in program activities. I further state that my child is sufficiently physically fit to safely participate in program activities.

I understand that I will be responsible for transportation to and from program.

I agree to release the Davis County School District, the Davis County Board of Education, The State of Utah, and all of their underlying agencies, departments, and employees/affiliates from any and all liability claims, demands, actions, and causes of actions whatsoever for any loss, claim damage, injury, illness, attorneys' fees, or harm of any kind of nature to me or my child arising from all activities associated with the Expedition Afterschool Program.

I agree to hold harmless, and hereby release the above mentioned 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 activities mentioned above.

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 child's participation in the Davis County School District Expedition Afterschool Program for the period of the 2020-2021 academic school year.

Name of Child (Please Print)

Name of Parent/Guardian (Please Print)

Signature of Parent/Guardian

Date