

Student Name: _____

Student Grade: _____

Roan Creek Elementary LEAPS Handbook

WELCOME:

On behalf of Roan Creek Elementary we would like to welcome you to our LEAPs before and after school program. The following information will address our policies and procedures and is designed to help your family become more familiar with our program. Our goal is to provide a first class before and after school program for children in grades Kindergarten - 6. The following policies and procedures will serve as guidelines for the successful accomplishment of our goal.

PROGRAM ELIGIBILITY REQUIREMENTS:

- Youth 5-18 years old and enrolled in elementary or secondary school;
- 50 percent of students enrolled must also meet one of the following criteria:
 - qualify for free/reduced lunch;
 - be at risk of educational disadvantage and failure due to circumstances of abuse, neglect or disability;
 - be at risk of state custody due to family dysfunction;
 - be enrolled in and attending a public school failing to make adequate yearly progress (AYP);
 - be attending a public school, including a public charter school, instead of a public school failing to make AYP as a result of parent choice; or
 - be at risk of failing one or more subjects or are behind grade level by at least one year

However, preference shall be given to programs that maintain an enrollment of children of which at least 80 percent of the students enrolled meet one of the criteria above.

*******Any student enrolled at Roan Creek Elementary may sign up for LEAPs at any time.**

PROGRAM GUIDELINES:

Programs established must be designed to reinforce and complement the regular academic program of participating students. All activities must be educationally based. Such programs must include:

- Services to students on an average of 15 hrs. per week;
- Reading skills development and enhancement;
- Math or science skills development and enhancement;
- Computer literacy and skills development;
- Academic mentoring or tutorial assistance; and
- Sports or leisure opportunities.

Roan Creek Elementary School LEAPs Program Policy and Procedures

HOURS OF OPERATION:

The RCE LEAPs morning program operates Monday through Friday 7:00-8:00 AM (K-6th grade). You will need to sign in your child to the morning LEAPs program up until 7:30am. The RCE LEAPs afternoon programs operates Monday – Friday 3:15-5:15 PM when school is in session. **Monday-K, 1st, 2nd, 4th, 5th, and 6th graders, Tuesday-Thursday: K-6th graders, Friday: 3rd graders ONLY (Kindergarten will begin after Fall break).**

INCLEMENT WEATHER POLICY:

All LEAPs sessions will be canceled if school is closed. This includes early dismissals for any reason. Morning LEAPs will be canceled on snow delays.

DAILY PROCEDURES FOR AFTERNOON SESSIONS:

3:15 - 3:30	Attendance/Snack
3:30-4:00	Fitness (Unstructured play)
4:00-4:30	Tutoring
4:30-5:15	Enrichment Centers (Student Choice)

Student Name: _____

Student Grade: _____

CHECK IN/OUT:

Morning Procedures: **Parents will walk LEAPs students to Kid's Corral doors and sign them in with a Kid's Corral worker.** Students will report directly to their tutoring classroom: Room 111

Afternoon Procedures: All students will be checked in by a RCE staff member when they arrive for snack at 3:15pm. **Every child must be signed out by a designated parent or guardian at the end of the afternoon session.** Please notify RCE if someone other than a parent or guardian will be picking up your child. Each child's enrollment form will be kept in a notebook so that all workers have access to see who is allowed to sign a child out. Also, it is the responsibility of the staff to notify the police if they suspect releasing a child to that person would be an immediate risk to that child.

Please be on time when picking up your child from LEAPs in the afternoon. Many of our workers live out of town and need to get home to their families. Students who are repeatedly picked up late from the afterschool program will be terminated from the program. Please do not be the reason that your child cannot attend LEAPs.

ATTENDANCE:

We encourage students to attend each session and to stay the entire allotted time. **Students must attend at least one afternoon session per week to be eligible to remain in LEAPs.**

SNACK:

Snacks will be provided by the Johnson County School System Nutrition Program. Please provide any information to us concerning your child's food allergies.

RULES:

All school rules apply to the LEAPs program.

Possible consequences for repeated inappropriate behaviors may include the following:

Conferences, time-out, restitution made by student, parent phone calls, student note to parent, loss of field trips, assemblies, and other special events, removal from the LEAPs program.

BEHAVIOR MANAGEMENT TECHNIQUES THAT WILL BE UTILIZED:

Positive Reinforcement, modeling positive behavior, consistency, provide students with choices, utilize transitional routines, change student seating/area, redirecting, pairing students up to work together, teacher proximity

DIS-ENROLLMENT – EXPULSION POLICY:

Major offense violations may result in expulsion from the program. Major offenses include but not limited to Drug violations, leaving the classroom/building without permission, stealing from student or adult, hitting/kicking an adult, throwing an object which could harm or cause injury, challenging/deliberate disrespect to an adult, fighting or kicking in an aggressive manner, sexually explicit language, inappropriate touching, swearing, threatening an adult or student, deliberate destruction of property, deliberate spitting on a person or biting, verbal threats which could harm an adult, student, or property (bullying, harassment, and threats against student/adult/school).

PROCEDURE FOR ILLNESS:

Roan Creek Elementary will contact the parents/guardians of any child that becomes ill while in our care.

PROCEDURE FOR INJURY:

Roan Creek Elementary will contact the parents/guardians of any child that is injured while in our care. If the injury is serious in nature, unless instructed differently by parents, we will call for an ambulance.

STAFF:

Roan Creek Elementary hires only qualified staff over the age of 18 to work in the LEAPs Program. A background check is required for all employees who work in the program.

SMOKE FREE:

The LEAPs program is a smoke free environment. Smoking is prohibited on any school property or while on any sponsored events.

Student Name: _____

Student Grade: _____

Return THIS form to your child's teacher.

After reading the policies and procedures, please sign this form and return this page to your child's teacher. We must have this on file for our records.

Student's Name _____

Student's Grade _____

Student's Teacher _____

I have read and understand the Roan Creek Elementary LEAPs Program Policies and Procedures.

Parent/Guardian Signature _____

Date

Student Name: _____

Student Grade: _____

Return THIS form to your child's teacher.

LEAPs (Lottery for Educational Afterschool Programs)
Registration Form
2022-2023

Child's Name: _____ Teacher/Grade: _____

Birthday: _____ Ethnicity: _____

Parent/Guardian Name: _____ Address: _____

Home #: _____ Cell #: _____

Emergency Names/Number/Relation (authorized to pick up your child):

1. Name/Relation: _____ Number: _____

2. Name/Relation: _____ Number: _____

3. Name/Relation: _____ Number: _____

4. Name/Relation: _____ Number: _____

Allergies/Problems:

I understand that I will be providing transportation home from the LEAPs program and that I must sign my child out. I will arrive promptly at 5:15pm. I also understand that my child must attend at least one afterschool day each week to be able to remain in the program (except for extenuating circumstances). I understand that if my child participates in the morning tutoring program that I must sign my child in at the Kid's Corral doors between 7:00am-7:30am.

Parent/Guardian Signature: _____

Date: _____