



The Poland Schools After School Program Handbook

PolandAfterSchool@polandschools.org

(330) 757-7618

Dear Parents and Students,

Welcome to the Poland Schools After School Program. The following is intended to provide you general background information into the policies and procedures of the District's After School Program as well as assist you in completing the required forms necessary for enrollment. In doing so, we ask that you complete and return the **Registration Packet** which includes the following forms and/or authorizations: **Registration Form, Student Information and Emergency Contact Form, Emergency Medical Authorization Form, Transportation Authorization Form, Program Code of Conduct.** Completed forms may be sent via email to PolandAfterSchool@polandschools.org or by US Mail to Poland After School 3030 Dobbins Road, Poland, Ohio 44514.

After School Program Schedule and Hours

The Poland Schools After School Program will serve students in grades K-6 only on days in which school is in session. The following is a sample schedule for those students participating in the Program.

- McKinley Elementary School:
 - 3:10 P.M. – District pickup and transport to Dobbins Early Learning Center.
 - 5:30 P.M. – Parent pick up.
- Poland Middle School
 - 2:10 P.M. – District pickup and transport to Dobbins Early Learning Center.
 - 5:30 P.M. – Parent pick up.

Daily Release of Students

Parents are required to pick up their child(ren) by 5:30 P.M. each day in which they attend the Program. However, please note that parents are always permitted to pick up their child(ren) prior to the 5:30 P.M. deadline. Students will only be released to their parents or guardians. Individuals that are not a student's parent or guardian may be permitted to pick up a student only where the parent or guardian has listed that individual on the Personal and Security Information Form submitted to the District during the enrollment process. If an individual other than the student's parent or guardian will pick up the student on a particular day, a parent or guardian will be required to provide that information in writing or phone call to the Director, Tracy Kaschak, at PolandAfterSchool@polandschools.org or (330)757-7618. Parents, guardians or other individuals properly authorized to pick up a student will be required to sign a daily release listing their name & time of day in which they are picking up the student. Proper identification will always be required when picking up a child.

Payment and Fees

- There will be a non-refundable registration fee of \$50 PER FAMILY. **EARLY REGISTRATION: If you complete registration forms and pay prior to June 1, 2024, the Registration Fee will be \$45.**
- The cost of the program will be \$7.50 per hour that the child attends, rounding to the nearest half hour per day after the first hour.
- Each child is charged for one full hour the first hour regardless of the time they leave within the hour. Thus, if your child only attends the Program for a half hour on a given day, you will still be charged at the full rate of \$7.50 for that given day to defray the cost of food and drink.
- Families with more than one child enrolled in the program will be eligible for a discount. Families with two (2) children enrolled in the program will be eligible for a 10% discount applied to the additional child. Those families with more than two (2) children enrolled in the program will be eligible for a 15% discount applied to each additional child.
- An invoice will be provided to each family on the first school day of each month detailing the fee owed for services provided in the previous month.
- Each family will be required to provide payment of the fee by the 10th of each month.
- Failure to pay fees by the 10th of each month may result in a \$15.00 late fee.
- If the monthly balance is not paid by the end of the month, your child(ren) may not be able to attend until the balance is paid in full.
- Program fees may be paid by cash, check, or money order. Checks and money orders shall be made payable to the Poland Local Schools After School.

Snack

Please note that water and snacks will always be made available to your child(ren). You are encouraged to send a water bottle with your child each day.

Medication

With respect to providing prescription medication to a child, the Program will follow the same policy set by the Poland Local School District Board of Education, Policy 5330 (and Policy 5336 regarding diabetes care). Generally, medication should be administered at home given by the child's parent/guardian; however, the Program's staff may be permitted to administer medication if required for the health and safety of the student. Prior to any medication being dispensed by Program staff, the **Medication Authorization Form** must be completed, signed and returned to the District and must include a written statement from a licensed health professional authorized to prescribe the medication. Please note that non-prescription over the counter medication will not be administered by Program staff. Students are permitted to possess and self-administer over-the-counter topical sunscreen products provided the parent or guardian has submitted written approval.

Child Abuse and Neglect

The Program will use the same Child Abuse and Neglect Policy set by the Poland Local School District Board of Education, Policy 8462. State laws require that any and all incidents of suspected child abuse or neglect be reported to the appropriate agency. All personnel having good reason to believe that a student has suffered abuse and/or neglect are required to report such information. Program staff members at each site are trained in school safety, violence prevention, and prevention of child abuse, among other education program training.

Health

In order to maintain a healthy Program environment, we ask that students not attend if the student is showing signs of illness. If a student becomes ill during Program hours, he/she may be isolated from their group and cared for by Program staff accordingly. If the student continues to show signs of illness, parents, guardians or those listed on the student's Emergency Contact Form, may be contacted and requested to pick up their student immediately.

Student Behavior

The Poland Local Schools **Code of Conduct** applies to all students enrolled in the After School Program. If a child demonstrates inappropriate behavior during the Poland After School Program, the student may receive disciplinary sanctions, up to and including being removed from the program. For more information on the rules and expectations of the Program, please see the After School Program Code of Conduct form attached hereto.

Tax Information

Poland Local Schools has the capability of providing a copy of your payments made for the After School Program for the current year. If this is something you need for your tax return, please send a request with your name, your child's name and the school they attend(ed) to PolandAfterSchool@polandschools.org. Upon receipt of your request, an electronic copy of your payments will be emailed to you. Should you have any questions, please contact the Program Director at (330)757-7618.

Overview of Program/Philosophy

The Poland Local Schools After School Program is for grades K-6 and will run from 2:15-5:30 pm five days per week. Students are transported via school buses from McKinley and Poland Middle School at the end of each school day. Parents will be responsible for picking up their child. In addition to supplementing what students have learned in school, students will have a chance to socialize with each other, and form long lasting friendships that enhance their development. The Poland After School is a structured program to start homework, engage in active fun and enjoy time with friends.

Values

To reinforce character values of caring, honesty, respect and responsibility.

Our Curriculum

The Poland Schools After School Program Curriculum offers a variety of age appropriate activities. These activities balance opportunities for active play, learning and making friends. Our curriculum focuses on the following areas:

- Homework Time as NHS students are available
- Active Games
- Art
- Recreational Skills
- Personal Discipline
- Puzzles and Table Games
- Individual Quiet Space
- Building Imaginative Play
- Active and indoor activities

After School Staff

Staff members are experienced, responsible, nurturing and fun.

- Staff were selected by an intense interview process including a background and reference check.
- Staff have many hours of training which includes Child Abuse Prevention, basic First Aid and CPR.

Time	Activity
2:15-5:30	Grades 4-6 Sign-In/Free Play/Snack Time/See Above for Activities
3:10-5:30	Grades K-3 Sign-In/Free Play/Snack Time/See Above for Activities
5:30	Clean Up/Sign Out



Poland Schools After School Program Registration Form

(Complete and Return Pages 1-6)

The Poland Schools After School Program is available to those students in Grades K-6 for the 2024-2025 school year. If you intend on enrolling your student(s) in the Program, please complete and return the form below and return to the Program Director via email at PolandAfterSchool@polandschools.org. Forms may also be completed and returned by mail at Poland After School 3030 Dobbins Road, Poland, Ohio 44514.

Upon receipt of the enrollment forms and registration fee, you will receive email confirmation of your student’s placement in the Program for the 2024-2025 school year. Openings in the Program fill very quickly. In order for us to provide the staff necessary to operate the program, we request that you return your registration forms as soon as possible.

After School REGISTRATION

Please register the following student(s) in the After School Program for the 2024-25 School year:

NAME _____	M F Grade in 24-25 _____
NAME _____	M F Grade in 24-25 _____
NAME _____	M F Grade in 24-25 _____
NAME _____	M F Grade in 24-25 _____
ADDRESS _____	ZIP _____

Please check the days that the program is needed

- **Mondays**
- **Tuesdays**
- **Wednesdays**
- **Thursdays**
- **Fridays**

Parent/Guardian Name _____	Email _____
Parent/Guardian Name _____	Email _____
Parent/Guardian Signature _____	Date _____

Poland Schools After School Program Student Information and Emergency Contact Form**(Complete and Return)****Student Information**

School Year: _____

Child's Name (first, middle, last)			Birth date	
Street			Grade	
City	Zip	Phone	Billing Email	Gender M F

Parent/Guardian 1

Name (First, last)	Relationship to Student
Home Address	Employer
Home Phone ()	Work Phone ()
Cell Phone ()	Email Address

Parent/Guardian 2

Name (First, last)	Relationship to Student
Home Address	Employer
Home Phone ()	Work Phone ()
Cell Phone ()	Email Address

Authorized Pick-up/Emergency Contact (Non-Parent)

Name	Relationship	Daytime Phone
Name	Relationship	Daytime Phone
Name	Relationship	Daytime Phone

In Case of an Emergency: I hereby give my consent for First Aid, medication, treatment, and transportation to an emergency care facility.

YES**NO**

First Aid Information

Allergies/Dietary Restrictions	Medication (list any prescription medications taken)
Family Doctor	Phone ()
Dentist	Phone ()

Parent/Guardian Signature: _____ Date: _____

**POLAND LOCAL SCHOOLS AFTER SCHOOL PROGRAM
EMERGENCY MEDICAL AUTHORIZATION FORM**

(Complete and Return)

STUDENT NAME

(Please print) First M.I. Last

Date of Birth _____ Home Phone _____

School _____ Home Address _____

School Year _____ Grade ____ City _____ Zip _____

Purpose: To enable parents and guardians to authorize the provision of emergency treatment for children who become ill or injured while under school authority, when parents or guardians cannot be reached. This information will be shared, as necessary, with teachers, bus drivers, administrative staff, health personnel including student nurses, and other school personnel.

Residential Parent or Guardian/Emergency Contact

Parent/Guardian Name _____ Daytime Phone (cell) _____

Parent/Guardian Name _____ Daytime Phone (cell) _____

Emergency Contact Name _____ Daytime Phone (cell) _____

Emergency Contact Name _____ Daytime Phone (cell) _____

Emergency Contact Name _____ Daytime Phone (cell) _____

**Student After School Health Section
(Complete and Return)**

- No Medical Conditions
- No Allergies
- Medication allergy: _____
- Allergic to: _____
- Requires treatment with epi-pen/antihistamine – *Epinephrine Authorization Required*
- No medication required for allergy treatment
- Asthma
 - Requires inhaler/nebulizer at school – *Asthma Medication Authorization Required*
 - No Inhaler/nebulizer required at school
- Diabetes
 - Requires Insulin
 - Requires oral diabetes medication: _____
- Seizure Disorder: _____
 - Requires Emergency rescue medication: _____
 - No emergency rescue medication required
- Heat/blood Disorder: _____
- Other (Specify) _____
- Medications taken at home: _____
- Medications to be given at school: **Requires a Medical Authorization Form- Contact Director**

Part I or II Below Must be Completed

Part I: To Grant Consent

- I hereby give consent for the following medical care providers and local hospital to be called:

Doctor _____ Phone _____

Dentist _____ Phone _____

Medical Specialist _____ Phone _____

Local Hospital/Emergency Room _____ Phone _____

In the event reasonable attempts to me or the emergency contacts listed on this form have been unsuccessful, I hereby give my consent for: 1) the administration of any treatment deemed necessary by the above-named doctors, or in the event the designated practitioner is not available, by another licensed physician or dentist; and 2) the transfer of the child to any hospital reasonably accessible. This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such surgery, are obtained prior to the performance of such surgery.

Parent/Guardian Signature: _____ Date: _____

Part 2: Refusal to Grant Consent

I do NOT give my consent for emergency medical treatment of my child.

Parent/Guardian Signature: _____ Date: _____

Poland Schools After School Program Transportation Authorization Form

(Sign and Return)

The Poland Schools After School Program will take place at the Dobbins Early Learning Center. In accordance with the Program's schedule, those students attending McKinley Elementary School will be picked up by District transportation at or around 3:15 P.M. and transported to the Dobbins Early Learning Center. Those students attending Poland Middle School will be picked up by District Transportation at or around 2:10 P.M. and also transported to the Dobbins Early Learning Center.

Students being transported to the Dobbins Early Learning Center are expected to abide by all District school bus policies, rules, and regulations. Specifically, students will be expected to comply with each of the following:

1. Obey reasonable instructions and requests of the bus driver.
2. Be seated immediately upon entering the bus and remain seated until it is time to exit the bus.
3. Conduct themselves in an orderly manner. Loudly talking and the use of profanity or inappropriate language is expressly prohibited.
4. Eating and/or littering in the bus is expressly prohibited.
5. No object shall be thrown within, or from the school bus.
6. Marking of seats, tampering with parts, or damaging the bus in any manner is expressly prohibited.
7. Refrain from engaging in other conduct or activities resulting in a violation of the Student Code of Conduct.

Note: The student code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs.

By signing and returning this form, you agree and authorize Poland Local Schools to transport your student(s) to the Dobbins Early Learning Center for purposes of participating in the Poland Schools After School Program. By signing and returning this form, you further agree that your student's actions during the course of transportation to the Dobbins Early Learning Center could subject them to potential disciplinary action through the Student Code of Conduct.

Parent Signature: _____ Date: _____

Poland Schools After School Program Code of Conduct

(Sign and Return)

The Poland Schools After School Program wishes to maintain a favorable climate to maximize the academic, intellectual, emotional, physical and social potential of all of its students. With that objective in mind, Program staff will enforce rules and expectations in a manner that is firm, kind and equitable. Any time a student's behavior results in a disruption in the Program for themselves or for others, behavior modification techniques will be utilized. Poland Local Schools fully expects all students enrolled in the Program to treat others with kindness, dignity and respect.

Behaviors and Responsibilities

1. Each student shall act courteously and show respect to those with whom he/she comes into contact with.
2. Each person shall respect school property and the personal property of others. Permission must be requested for use of things that belong to others.
3. Fighting, threatening physical behavior, or harassment is strictly prohibited.
4. Threatening and abusive language is strictly prohibited.
5. Each student is expected to obey the instructions or directions of Program staff members.

Students are expected to follow the rules and expectations developed by the Poland Local School District. The student code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs. For a more detailed and thorough explanation as to the rules and expectations to be followed by Program attendees, please refer to your Student Handbook distributed to your student and available on the District's website.

Modification of Inappropriate Behavior

If a student fails to abide by the reasonable rules and expectations established by Poland Local Schools, the following range of consequences may be used:

First Offense:	Verbal Warning
Second Offense:	Cool down time within group
Third Offense:	Cool down time with Program staff
Fourth Offense:	Parent will be contacted by phone.
Fifth Offense:	Parent will be requested to pick up student immediately.
Sixth Offense:	Conference with the Program staff and the parent and student
Seventh Offense:	Temporary suspension from the Program
Eighth Offense:	Removal from the Program.

Note: The consequences listed above may be accelerated based on the student's conduct, at the discretion of the After School program.

Parents, please review the After School Program Code of Conduct with your student. Please sign and return the form to the Program Director indicating that you have read, received, and agree to the After School Program Code of Conduct Policy, and furthermore, that you have discussed the information contained herein with your student(s) enrolled in the Program.

Parent Signature: _____ Date: _____