

Wellington 21st Century After School Programs

The Zone

Middle School Program Handbook

2014/2015

Wellington USD #353

605 North A Street
Wellington, KS 67152
(620) 326-4320

Cynthia Tracy, Program Instructor
Jamie Ybarra, MS Principal

email: ctracy@usd353.com
email: jybarra@usd353.com

Cynthia Tracy, Program Director

email: ctracy@usd353.com

Daily Program: (Middle School 6th, 7th & 8th Grades – Monday through Friday)

The daily program offers the following activities:

- Homework assistance 30 minutes each night, more if needed.
- Socialization skills
- Arts & crafts, visual arts
- Monthly calendar will reflect program activities such as:
 - Computer work in our computer lab
 - Cooking
 - Games & activities
 - Garden Club
 - Guitar Hero & Dance Revolution
 - Karaoke
 - Pet Patrol
 - Quiz Bowl
 - Science Explorations
 - Sewing
 - Walking field trips
 - Wii and much more

Student Responsibility

Every student enrolled in the Program will:

- Check in and out for each day
- Participate in all activities
- Respect and get along with fellow students & staff
- Follow program rules
- Behave responsibly
- Not disrupt the program with inappropriate or dangerous behavior

Program Staff Responsibility

The Program Staff will:

- Make students feel welcomed, comfortable & safe
- Supervise the students at all times
- Provide appropriate program materials & activities
- Be available to work with parents to achieve student success

Parent Responsibility

The Parent will:

- Pick-up his/her child within program hours or no later than 5:05 pm, if not walking or riding bike.
- Please send note if your child needs to be released early that day or email by noon to ctracy@usd353.com .
- Follow the policies, procedures, rules & regulations of the program
- Be available to meet with program staff as needed
- Participate in program activities

Program Sites:

Middle School - in the basement

Enrollment

The Program does not discriminate on the basis of sex, race, color, creed, religion, national origin, or ethnic background. The program is for students 6th through 8th grades.

- A child can be enrolled anytime during the school year.
- The start date will be the next day after receipt of paperwork.
- The parent must fully complete all required enrollment forms.
- A \$30 membership fee is due at time of enrollment.

Hours of Operation

School Year Hours: End of school day to 5:15 pm

Days of Operation

Monday through Friday

The program will provide program opportunities starting the first day of school, August 19, 2013 through **May 18, 2015**.

The program is **NOT** in session on non-school days, Parent/Teacher conference days, or early dismissal days for Teacher In-services. These dates are:

8/29/14	Labor Day weekend – No School	1/19/15	Teacher In-Service No School
9/1/14	Labor Day – No School	2/16/15	Teacher In-Service No School
10/21/14	Parent/Teacher Conference	3/10/15	Parent/Teacher Conference
10/23/14	Parent/Teacher Conference	3/12/15	Parent/Teacher Conference
10/24/13	Conference Release Day – No School	3/13/15	Conference Release Day No School
11/26, 27, 28	Thanksgiving Break – No School	3/16-20/15	Spring Break No School
12/19/14	Teacher In-Service No School	4/3/15	No School – Good Friday
12/22/14-1/2/15	Winter Break No School	4/6/15	No School – Easter Break
1/5/15	School Resumes		

Last day of **After School** is **May 18th** -- Last day of **school** is **May 19th**

Late Pick-ups

- Parent **must call the Middle School Office (326-4320)** if he/she will be late picking up his/her child. (Late pick-up fee applies.)
- Late pick-up fee is \$1.00 for every minute after 5:00 pm. The parent will receive one warning notice; the second offense will result in notice of payment due.
- When the Program staff is **not called** about a late pick-up, 15 minutes past dismissal time the **local authorities will be contacted.**
- More than 3 late pick-ups, without contacting the program staff, may be cause for immediate withdrawal of your child from the program.

Emergency Closings and Delays

- The local News Radio Station, Text Alert and Channel 5, will announce School District emergency and/or weather closings and delays.
- If an emergency occurs during the operation of the program, the Instructor is authorized to close the program. Parents are then contacted to make arrangements for the children to go home or to another appropriate place.
- During emergency closings, Program staff never leaves the Site until all children have been picked up.
- If inclement weather is predicted, parents are required to pick up their child before the onset of bad weather.
- If daytime school is cancelled or closes early due to inclement weather, there will NOT be an After School Program that day.

Arrivals and Departures

- A parent or designated person must sign the child out if leaving prior to scheduled dismissal time.
- Parents will be notified of irregular attendance behavior.
- Identification may be required upon pick-up.
- In cases of child custody, where the non-custodial parent or guardian may NOT pick up the child, we **must** have a copy of the court order in the child's file.

Scheduling changes, Absences, Withdrawals

- If your child attends school, but will not be attending the program that scheduled day, please contact the Program Office 326-4320. If you prefer to notify us via email, please email the Program Director, Cynthia Tracy at ctracy@usd353.com.
- If your child does not arrive at the program, and the staff has not received notice, the parent will be contacted.
- **When the child is ill, please call the Middle School Office or email to report the absence.**

Tuition

\$30 Membership Fee is required at the Middle School Program. Donations are also welcomed.

Transportation

School vehicles will be used to transport students to scheduled events. Personal vehicles may be used when school vehicles are not available.

Health and Safety

- Safety precaution requirements are met at all times, including fire and tornado drills and evacuation procedures. Safety rules are always reviewed with the students.
- If your child has a known medical condition, that requires special care, inform the Program Instructor. The parent is responsible for notifying the Program Instructor about any medical or physical condition changes.
- In case of serious illness or injury, the staff will notify the person designated on the Emergency Medical Form. The staff cannot transport the child to the hospital. If the emergency contact is not available, the appropriate authorities will be called.
- Parents are contacted for all emergencies and a staff member completes an Incident Report.
- The following conditions will result in an early pick-up call: Contagious disease, fever over 100° F, vomiting, diarrhea, or an accident requiring medical attention. The student will be isolated and made comfortable until the parent or designee arrives.
- Medication is administered under the following conditions:
 1. Medication is in the original container with doctor's name, patient's name, instructions, and name of drug on the pharmacy label.
 2. A written and signed request from the parent is on file.
 3. Physician's written orders.
- For safety and/or practical reasons, we reserve the right to refuse admittance to non-family members, during program hours.
- District policy will be followed according to health and safety concerns.

Nutrition

- Light supper and snack is offered in the afternoon program.
- Notify us of any food allergies your child may have.

Discipline

- **School District rules of behavior and discipline will be followed in addition to the program discipline procedures.**
- If a child is suspended or expelled from school by the district, the child is suspended or expelled from the Program!

Discipline Procedures:

- No tolerance at the Zone for misconduct and/or non-compliance. Students will be asked to leave and parents notified. A behavior report will be filed.
- The “No Tolerance” School District Policy will be followed in regards to violence or threatening behavior.

Personal Belongings

- Students are responsible for their own belongings and personal items.
- **The after school program is not responsible for lost personal items.**

Child Abuse Reporting

- For the protection of children, staff members receive training regarding child abuse reporting.
- Staff members are legally bound by the following regulations:
 1. A staff person who has reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse to Child Line as mandated by the Child Protection Services Law.
 2. A staff person may be designated by the program as the person responsible to notify Child Line of suspected child abuse.
 3. Within 48 hours, a written report regarding the suspected child abuse shall be submitted by the program or designated staff person to the Child Protection Services unit.

Data Collection and Reports

As a part of our evaluation process, we may collect data that may include attendance, discipline events, grades, test scores and parental participation in the project. Only group data will be analyzed, and no individual will ever be identified in any report or in the Evaluation. Pictures (of those that have an authorized release) may also be taken to help promote the program from time to time