

**BUTTE COUNTY OFFICE OF EDUCATION
AFTER SCHOOL PROGRAM
"EMPOWER YOUTH"**
1859 Bird Street, Oroville, CA 95965
Phone: (530) 532-5686 - Fax: (530) 532-5699

PARENT – STUDENT HANDBOOK

Butte County Office of Education, After School Program provides a safe, healthy, academic and enriching environment for children and youth in grades K-8.

- To assist students in performing at or above grade level as measured by state standardized tests, sites provide:

Small Group Tutoring	Paired Reading	
Learning Games	Computer Time	
Homework Assistance	Standards-Aligned Enrichment Clubs	

- To provide enrichment opportunities that will promote lifelong learning, increase self-esteem, and community connections, sites provide:

Sports	Arts & Cultural Activities	First Tee Golf
Healthy Living Skills	Study Skills	Science, Technology, Engineering, Math
Career Exploration	Mentoring	Nutrition
Leadership Skills	Community Service	Girl Scouts

Administration: The Butte County Office of Education After School Program is currently funded through the California Department of Education’s After School Education & Safety Program otherwise known as Prop 49.

<u>Program Director</u> Julie Jarrett – 532-5613	<u>Area Coordinators</u> Crystal Emanuel – 532-3003/712/5363 Karen Moras – 532-5728/370-0480 Darlene Fredericks – 532-5702/854-3266 Julie Hollingshead – 5325807/353-7918	<u>Senior Administrative Assistant</u> Tammy Long – 532-3051
<u>Program Manager</u> Stacey Malcolm – 532-5854		

Staffing: The After School Program hires trained certificated and classified staff who meets program requirements. The staff is trained to meet children’s physical, social and emotional needs. After School Program staff practice youth development guiding principles. Staff follow policies and procedures outlined by participating school sites to ensure children’s health and safety, as well as provide a high quality program.

- Hours and Days of Operation: Program sites operate on the following basis:
- From the regular school day release time until at least 6:00pm.
 - Program operates every day school is in session. Program is closed when school is not in session.

Enrollment and Registration: Enrollment in the program shall be granted without regard to race, sex, religion, color, medical condition, disability, or national origin. Enrollment is open to any child in grades Kindergarten through 8th, provided the program can meet the needs of the child.

All children must be enrolled before they attend the program. A completed enrollment packet must be received before the first day of attendance. An enrollment packet includes an enrollment form, medical emergency form, and parent agreement forms.

Enrollment is on a first-come, first-served basis or on a lottery system, depending upon the site. Please note that in accordance with Assembly Bill 1567, first priority enrollment is given to pupils who are identified by the program as homeless, and to pupils who are identified by the program as being in foster care, and 2nd priority enrollment, to pupils who attend the program daily. Upon enrollment, the parent or guardian must make payment to BCOE of a non-refundable \$30.00 per child registration fee payable in cash or money order. Families enrolling three or more students will pay a flat rate of \$80.00.

The BCOE After School Program is excited to have your student(s) in our program. As you may already know, most of our sites have a waiting list of those students wanting to join. Students who attend our program on a regular basis will receive priority participation. Students who do not attend on a regular basis may be in jeopardy of losing their position in the program to a student on the waiting list that can and will attend regularly. Our program is funded through grant dollars made available through Proposition 49. The grant requires us to support student academic growth and to keep students safe between the hours of 3:00 and 6:00 p.m.

One requirement of the grant is that elementary students should participate every day that the after school program operates. Students participating in the after school program may be released prior to the 6:00 p.m. closing time so long as it is in accordance with the grants Early Release Policy.

The Early Release Policy is as follows:

"I understand that the intent of the BCOE After School Program is to keep my child safe and engaged in meaningful activities after school each day until around 6:00 p.m. Our policy is to release students from one safe environment to another safe environment – specifically, from the BCOE After School Program into the custody of a parent or guardian. If another arrangement needs to be made in an exceptional situation (i.e., dental or doctor appointment, last available bus, special activity or other organized function); please specify reason for early departure on the sign-out sheet."

Please note that students unable to attend on a regular bases will unfortunately have to leave the program and make space available for a student on the waiting list who can attend 5 days a week. Please note that our after school program is not funded to be a drop-in program.

Reporting Absences

If your child will not be attending on a scheduled day, please call to inform the Site Coordinator. If your child is scheduled to attend and is not present at the close of regular school, staff must locate the child for his or her own safety. This may include telephone calls to the parent or guardian's workplace and to other emergency numbers.

Sign-In/Sign-Out

An "Attendance Sheet" must be kept on all children who attend the after school program. Each child is required to be signed in and out each day. Children must be signed out by the parent or authorized person, using a full signature.

Pick Up Procedure

All students must be signed out daily. Your child may only be picked up by someone on the authorized list. Program staff will check the identification of all individuals picking up students. Emergency contacts will be called if a child is left past the scheduled time. A late fee of \$1.00 per minute after 6:00 p.m. may be charged for the first ½ hour. Additionally, ½ hour after the program closes, the sheriff may be contacted if no one has yet picked up the child and all emergency contacts have been called without success. If the problem persists, the child will be removed from the program.

Medical and Health Information

BCOE After School Program is sensitive to the health and physical needs of students, therefore, the following policies have been established.

1. The program must have current emergency information and a "Medical Treatment Form" on file for each child.
2. It is the parent's responsibility to keep the program informed of any change in their child's emergency medical, or physical condition information
3. In case of serious illness or injury, the staff will follow parental instruction on the "Medical Treatment Form" whenever possible. However, in all cases, staff will deal with serious emergencies in the most expeditious way.
4. The program will not transport children to a medical treatment facility or physician. If staff is unable to locate the parents or an emergency contact, staff may secure transportation by the local emergency services for appropriate treatment at the nearest medical facility, if warranted. If a major injury or illness is involved, the child will be transported by ambulance to a hospital.
5. In all cases of injury or illness, attempts will be made to contact parents immediately and to involve them in the decision regarding treatment.
6. Parents are responsible for all costs incurred when a medical emergency arises.

Health Requirements

It is the parent's responsibility to monitor the daily health and physical condition of their child and to determine their child's ability to actively participate in the program. If a child is absent from the regular school day they are not permitted to attend the after school program.

When a child shows signs of illness or a contagious condition, the parent will be contacted and must pick up the child immediately. The child will be isolated and made comfortable until the parent or designee can pick up the child.

Dispensing Medications

After School Program staff is not permitted to dispense medications. If your child requires medication on a scheduled basis, please have it administered by the school nurse prior to the start of the After School Program.

Site Emergency

In the event of an emergency or natural disaster, the following procedures will be in effect:

1. Children will remain at the site until they can be picked up by the parent or other authorized person.
2. In the event of a site evacuation, children will be taken to a local emergency center. The location will be posted on the site door.

Efforts will be made to contact parents AND the program staff will remain with the children until they are picked up by the parent or authorized person.

Discipline

Discipline will be administered and maintained in a positive manner, which is youth-oriented and contributes to a child's development. **After School Program students will be required to follow established regular day school rules.** The regular day Principal works closely with the Site Coordinator to establish consequences for misbehavior. Behavior that is disruptive, harmful or causes injury to others may result in the following disciplinary actions:

- FIRST OCCURRENCE – *Verbal Warning/Incident Report*
- SECOND OCCURRENCE – *Incident Report/A time-out will be assigned*
- THIRD OCCURRENCE – *Incident Report/A conference will be scheduled with the child, parent(s,) and staff. Possible suspension ranging from one day to two weeks.*
- FOURTH OCCURRENCE – *Continued offenses may result in the child's suspension or dismissal from the program.*

PARENT COOPERATION AND INVOLVEMENT IS APPRECIATED!

Snacks

The After School Program will provide an afternoon snack. These snacks will be nutritious and shall adhere to the USDA snack requirements.

It is the responsibility of the parent to inform the staff if their child has any food allergies. If the child has other food preferences that cannot regularly be accommodated by the program, the parent is asked to provide the child's snack.

Transportation

Transportation to and from the After School Program site is the responsibility of the parents.

Parents must sign After School Program field trip permission slips before their child will be allowed to participate in field trips.

Dress Code

The appropriate dress for attendance at After School Program will be the SAME as the school of attendance. Children must wear shoes at all times unless during a special activity as staff allows.

Use of Personal Property or Equipment

Children, at times, may bring personal property and equipment to the program. All such items should be labeled with the name of the owner, must be shared with others, and will be treated as program property. BCOE does not accept responsibility for theft, repair or misuse of articles.

** CONSULT SITE COORDINATOR

Movies and Video Games

In keeping with appropriate and responsible role modeling for youth, all movies and games must be "G" or "E" rated to be shown or played. On occasion, middle school students may view "PG" movies with parental permission.

Use of Computers & Internet

At selected sites, there may be computers with Internet access. The Internet provides vast, diverse, and unique resources to students. Our goal in providing this service for students is to promote education excellence by facilitating resource sharing, innovation, and communication. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Before access is granted, students must receive written parental permission. Parents have the option of denying their child individual access to the internet.

Parent and Family Involvement

Parents are important people! Although parents are not required to participate in the After School Program, parental involvement is strongly encouraged.

During the year, special meetings are held for parents. These are conducted on a site-by-site basis. If you have a special talent that you would like to share with the children, please contact your child's Site Coordinator. All volunteers need to be cleared for participation at BCOE Human Resource Department.

And, of course, you are always welcome to drop in anytime to observe program activities so long as you don't interfere with the program.

Business Office

The Butte County Office of Education After School Program business office is located at:

Butte County Office of Education
1859 Bird Street
Oroville, CA 95965
8:00 a.m. – 4:30 p.m.
Monday through Friday
530-532-3051