

Cougar Club

Parent Handbook

Before & After School Program

2021-2022



Program Director

Cyndi Fleming

cfleming@crestridge.org

Cougar Club

Welcome to the Cougar Club before and after school program! This program is for students in grades K-12. We are excited to be able to offer this program for our students and families of Crest Ridge School District. Our goal is to provide our children and families with a safe and caring environment where they may participate in various enrichment activities during these extended times. Please direct any questions and comments you have to the Director, Mrs. Cyndi Fleming, at 660-656-3008 or by email at cfleming@crestridge.org. Thank you for enrolling your child(ren) in this program. We all look forward to working with you and your children.

Cougar Club Facebook page can be found by searching 'Cougar Club (Crest Ridge Before and After School)' or <https://www.facebook.com/groups/244925539723293>

Cougar Club Website for additional information and schedules can be found at <https://sites.google.com/crestridge.org/cougarclub/home?authuser=1>

Program Goals

- To provide opportunities for academic enrichment, including tutoring and homework club that will support or increase student achievement
- Develop and maintain a quality program that includes a safe and supportive environment with positive interactions
- Enhance youth's college and career readiness skills and behaviors, including personal and social skills
- Provide enrichment opportunities that will allow the student to participate in hands-on activities to extend their learning after the regular school day

Hours of Operation

The Cougar Club is available on all Monday's school is not in session, except for school holidays. On Mondays, we will open from **7:00** am until **5:45** pm. All students will be at the elementary. The program is available Tuesday-Friday, Before School from 7:00 am until 7:30 am and After School from 3:20 pm until **5:45** pm. The program is **NOT** available to children at the following times:

School Holidays:

Labor Day- 9/6

Thanksgiving Break-11/24-11/26

Winter Break- 12/20-12/31

Martin Luther King Jr. Day-1/17

President's Day- 2/21

Spring Break- 3/14-3/18

Easter Break- 4/15-4/18

Bus Transportation

You must fill out the transportation form before your child can start riding the bus.

Bus transportation is provided in the morning on Mondays. Students will get picked up at their house.

It is also provided in the afternoons Monday-Friday. Our drop off locations will be Columbus Church, the town of Centerview (at their homes), Green Meadows housing addition (at their homes), and Fayetteville Church. Buses will leave the school at 5:30 and plan daily routes according to who attends. If you need to make a change for your elementary child, you must call the elementary office at 660-656-3000. If you need to make a change for your secondary child, you must call 660-656-3316 ext. 316 by 4:00 pm!

Inclement Weather

When there is a threat of bad weather and the school has not been cancelled early, Cougar Club could still be cancelled.

Sign in/ Sheet out Sheets

Elementary: Sign in- All children will be signed in by a Cougar Club staff member by daily attention sheets. Children that are absent from the school day will be marked off the list.

Sign Out- Children will be picked up by a parent or legal guardian. Parents will ring the doorbell to be let in or tell Cougar Club staff who they are there for.

Secondary: Sign in- All children will be signed in by a Cougar Club staff member by daily attention sheets. Children that will need to ride the bus home will need to be signed in no later than 4:00 pm.

Sign out- Children will be picked up from the library by a parent or legal guardian. Parents are allowed to call/text their child(ren) to let them know they are outside. A doorbell is available by the south side door, closest to the library. If the doorbell is not working, call 660-656-3316 ext 316. A sign will be on the door.

ALL children must be signed out each evening from the Cougar Club Program; this is to be done by an adult 18 or older. Older siblings may pick up if they are listed on the child's enrollment form. If any person other than those listed on the child's enrollment form comes to pick up, a note must be sent to the Cougar Club Program. You may make changes to the enrollment form at any time.

If an adult comes to pick a child up, and Cougar Club staff does not know them, an ID will be asked for, and the student's file will be pulled to see if that person is on the list of people who can sign out the child. If the person is not on the list the legal guardian will be called by Cougar Club staff.

Sick Care

Children that are ill or become ill may not be allowed to stay at the program. Nursing services are not provided during the program. Children must feel well and show no signs of sickness of any kind for 24 hours before returning to the program.

Meals

- Breakfast and lunch will be provided on Mondays. Students are allowed to bring their lunch.
- A snack will be provided each afternoon. Please do not send snacks from home. All snacks meet state requirements.

Injury/Accident Procedures

As accidents may occur at any time throughout the Cougar Club Program, the staff will be alert and responsive to any signs of injury to an individual on the premises and ensure appropriate communication, treatment, and documentation of accidents.

Staff maintain current First Aid qualifications. A first aid kit is kept on the premises at all times.

Staff will assess the incident and attend to the needs of the injured. The injured party will receive appropriate first aid treatment and be monitored by the staff. Parents/guardians will be informed by phone or upon pick up of the child.

If needed, the parent/guardian will be called for the child to be picked up for further medical evaluation.

Under no circumstance will staff transport an injured or sick individual to the hospital. An ambulance will always be called if needed.

Personal items from home

Children's personal property must be kept in a backpack or bag of some type. The children will be expected to take all personal items home at the end of each day. Children cannot bring toys, money, or any other items to the program. The school and staff will not be held responsible for personal items brought to school and/or the program.

Daily Schedule

Children will receive a snack, homework help, and physical activity daily.

Clubs

Your child is welcome to participate in clubs in the elementary and secondary building. Some clubs may be held only at the elementary building. Secondary students may need to get additional permission from parents and Cougar Club staff.

Grades

Secondary Students who have an F in a class will have to pull their failing grade to a passing grade before returning to a club. If a student has 3 or more missing assignments they will be asked to complete the missing assignments before returning to clubs. If a student receives an F for a semester long class in the fall they will not be eligible to participate in Spring clubs until the failing grade is passing.

Field Trips

There may be opportunities to enjoy off-site field trips throughout the school year. The majority of any activities offered will be to local destinations.

- Children must feel well and show no signs of sickness of any kind for 24 hours before the field trip.
- Regularly enrolled children are allowed to go. Cougar Club determines regularly enrolled children by having set days they attend. Cougar Club has three categories: every day, some days, and drop ins. Priority goes to every day and some days students first.
- Permission slips will go home before any field trips and must be turned in before the cut off date: 48 hours before the field trip.
- It is the parents/guardians' responsibility to notify the staff if your child will not be participating and find alternate care for your child on the day of the trips if they are not participating. **No** caregiver will stay on-site.
- Parents are welcome to go but must drive their own vehicle.
- Under no circumstances is a child to ride in a parent vehicle to the field trip. Arrangements may be made to pick up a child from a field trip. Parents **MUST** fill out a request form to pick up. It has to be returned 24 hours before the day of the field trip and approved by the director.

Social Work Services

The elementary site director has a bachelor's degree in Social Work. The focus areas will be: family, friends, other kids, feelings, schoolwork, choices, and others as needed. We will focus on these by talking, reading books, playing games, drawing, completing workbooks, etc. More information can be obtained from the program's website or by contacting the elementary site director, Katelyn, at kfleming@crestridge.org

Discipline Policy & Suspension

It is the belief of the Cougar Club Program that each child should feel safe in their environment. If a child is not following the rules, the following steps below will occur.

A parent/legal guardian may be notified to pick up their child in the event of these situations. The site/program director will visit with the parent/legal guardian to decide on a plan for the child to return, if possible, to the Cougar Club program.

Non-Violent Behavior-

- If a child is not following the rules established, staff will give a verbal warning. If the behavior is not corrected, staff will send the child to the office/library and the child could write sentences for the misbehavior. A suspension form may be sent home, and the child will be suspended for the dates listed on the form.

Violent Behavior (Physical or Verbal)-

- If a child shows violent behavior, the student will be sent to the office/library and a parent/legal guardian will be called. A suspension form will be sent home, and the child will be suspended for the dates listed on the form.

Suspension-

Children may be suspended without notice for the following:

- Harassment.
- Leaving designated areas without permission.
- Verbal or physical acts of violence.
- Use of crude or profane language or gestures.
- Not following Cougar Club rules and expectations.

No Corporal Punishment Is Allowed.

Rights and Responsibilities

Children's rights

- To be respected.
- To have a choice of activities and ample supplies.
- To have a safe and reliable environment.
- To have equipment in working order with all pieces.
- To express emotions appropriately.
- To have staff members who care about and enjoy them.

Parent's rights

- To visit the Cougar Club at any time.
- To share unique skills, experiences, or talents.
- To be respected.
- To know their children are safe.
- To voice concerns about the program or activities.
- To know if there is misbehaving.
- To know about field trips and volunteering opportunities.
- To have open communication with the staff, site director, and program director.

Staff Rights

- To be respected by children, parents, and coworkers.
- To give input in the program.
- To express their creativity.
- To have a safe, comfortable work environment.

Children's Responsibilities

- Taking care of supplies and equipment.
- Cleaning up.
- Sharing equipment with others.
- Keeping their hands and feet to themselves.
- Using appropriate language.
- Treating staff with respect.
- Coming to the program directly after school.
- Finishing what they start.
- Being responsible for all persons belongings, including toys and money.
- Leaving all toy weapons at home.

Parents Responsibilities

- Signing their child(ren) out.
- Picking up their child on time.
- Treating staff members with respect.
- Paying fees and tuition on time.
- Bringing concerns to staff.
- Notifying staff of changes and pickup arrangements.
- Knowing about policy changes.
- Informing staff of the child's contagious illness.
- Notifying the coordinator regarding enrollment information changes such as contact name and number or changes in enrollment status.

Staff Responsibilities

- Treating children, parents, and coworkers with respect.
- Providing a safe and warm environment.
- Providing a variety of exciting activities.
- Keeping parents informed.
- Keeping accurate records.
- Being a good role model for the children.
- Discouraging play with weapons as well as discouraging children from making toy weapons.

The Johnson County R-VII School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all. Please contact the Superintendent of Schools for any inquiries regarding the non-discrimination policies at 660-656-3316

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2021-2022

Sign and return this page only to the school.

I have read and understand the policies in the Cougar Club Parent Handbook.

Especially the policies regarding discipline. (See Below)

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Student name _____

Parent/Guardian Signature & Date _____