

Cougar Club

Before & After School Program



Staff Handbook 2021-2022

Program Director
Cyndi Fleming
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Welcome to Crest Ridge Cougar Club Before & After School Program

Please review the handbook and contact Cyndi Fleming with any questions or concerns. cfleming@crestridge.org or 660-238-5671

The basis for providing quality programming is having qualified staff. Support staff responsible for the direct supervision of youth must be at least 18 years old and experience working with children. Directors must have at least 60 college credit hours of child-related courses.

All Staff Must:

- Complete district application
- Pass a background check
- Read and sign staff handbook
- Attend staff training when applicable
- Obtain current First Aid/CPR Certification

Goals and Objectives

- To provide a safe, supportive, caring, and well-supervised environment.
- To provide an appropriate curriculum and plan activities that are consistent with school day learning.
- To provide enrichment, hands-on activities, which engage the students.
- To establish and maintain opportunities for parent and community involvement in the program.

Employee Expectations

- Be on time.
- Stick to your schedule.
- If unable to work, you need to contact the director 24 hours prior. They will find a sub.
- Be respectful of students and other staff.
- Support staff members.
- Complete lesson plans and turn them into directors.
- Follow school policy regarding student misbehavior.
- Personal cell phones should not be out unless an emergency.
- Pick up classrooms and work areas when finished.
- No conducting personal business or work that does not pertain to Cougar Club, including grading school day papers, entering school day grades...
- Attend required meetings and staff training.

Confidentiality

Employees have a responsibility to handle any information about Crest Ridge R-VII and the Cougar Club program, staff, and students in a confidential manner.

Supervision of Students

We ensure all students are adequately supervised. Students should never be left alone in a room. Staff should always have a walkie-talkie to communicate with the director and office staff in case of emergency.

Absent Student Procedure

Elementary: If a student is signed up to attend the program and does not check-in after being dismissed from school, the staff is responsible to find out where that student is located. If the student still cannot be found, staff needs to contact the director to contact parents.

Sign In/Sign Out Procedure

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 student up, and the personnel 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 for some reason the person is not on the list, the legal guardian will be called by Cougar Club staff.

Accident Report

If a minor accident occurs; minor cuts, scrapes, bruises, knots, or bumps the staff present will need to send the student to the office. If a more serious accident occurs a staff member will need to fill out an accident report form. The accident report form needs to be filled out the day the accident occurred and given to the site director or program director. Directors will make a copy and get a parent/guardian signature and send a copy home with parents.

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.

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 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.

Emergency Preparedness

In case of a fire, tornado, or any other emergency, the staff is to follow the disaster plans. The plans are posted in each room.

Performance Evaluation

The site director and program director will be evaluating all staff to ensure that learning and enrichment are taking place. Students should be actively participating and on task. Teachers should be actively involved in student learning and creating experiences that make the subject matter meaningful. Teachers should be creating positive learning environments for learning to take place where hands-on enrichment and learning is applied.

Termination Policy

The program director and/or school board can terminate a staff member who is not following staff expectations and/or who is not ensuring goals and objectives are being met. If this becomes an issue, the staff member will be notified. If the program director feels like the staff member can make changes and correct the issues they will be given a warning. If the director feels like the staff member should not be helping with the Cougar Club program, their position will be terminated. If given a warning the director will revisit the issue and conduct a follow-up with the staff member.

Meal Reimbursement

If you attend a Cougar Club conference or other program events that require you to purchase your own meal, you will get reimbursed only if you have an itemized receipt and appropriate form filled out and attached with the receipt. No alcohol will be reimbursed and the following shows the maximum allowed amount for each meal.

Breakfast- \$8.00

Lunch- \$12.00

Dinner- \$26.00

Turn in forms and receipts to the program director for approval.

Travel Reimbursement

Cougar Club staff will receive reimbursement for mileage to and from Cougar Club conferences and professional development. This rate will be figured at \$0.40 per mile and the district travel form must be completed and turned into the program director. When possible Cougar Club staff will carpool, to reduce the number of travel expenses.

Extra Duty Reimbursement

Cougar Club staff will get paid for their extra time spent attending Cougar Club conferences, staff meetings, and professional development. The rate of pay for these extra-duty requirements will be decided by the director. The program director will approve all extra duty pay and turn in hours to the district secretary on the following payroll submission date.

Staff Schedules

Staff must notify the director of any changes to their schedule 24 hours prior. This will include taking over and teaching the club that staff member is in charge of if they are gone on that day the club is scheduled for. Staff or directors can find subs.

Regular School Day

Staff should not be handling regular school day responsibilities during Cougar Club hours. This includes, but not limited to, grading papers, talking to parents about their child pertaining to the regular school day, cell phones for personal use unless for an emergency. Staff should not talk to parents about a child's behavior. Staff should let the site and program directors know if there is an issue and let the directors talk to the parents as needed.

Cougar Club Staff Handbook

2021-2022

I have read and understand the Cougar Club Staff Handbook.

Date _____

Name _____

Signature _____

21st CCLC Extra Duty Agreement Certified/Non-Certified Personnel

Dates Work Will Be Performed: August 2021-May2022

Job Duties/Rate of Pay: Certified- \$20.00 Non-Certified- \$12.00

Duties performed in the 21st CCLC Cougar Club Program are in addition to and tracked separately from your regular employment duties for the district. The rate of pay is listed above based on the duties performed. To receive payment for the work hours, a time log indicating the starting/ending times, job duty performed, as well as the number of hours worked will be required on a monthly basis. This time log will need to be signed by you as well as your supervisor.

Cougar Club Staff Duties:

- Implement the program curriculum as planned by staff to ensure a quality experience for all participants.
- Work with staff to implement engaging, developmentally appropriate educational enrichment curriculum and programming which expands and supports student learning experiences beyond the classroom.
- Develop and maintain professional working relationships through effective and timely communication with the program director and other program staff.
- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
- Assist the program director in addressing the ongoing needs of the students and parents.
- Implement program procedures effectively to ensure the safe being of all participants.
- Observe, monitor, and participate in children's activities.
- Promote a safe and healthy environment based on safety standards set within the program.
- Efficiently redirect inappropriate student behaviors.
- Report any concerns and questions regarding the program (students, parents, equipment needs, supplies, other staff, volunteers, etc.) to the program director

Please sign below that you acknowledge and agree to the above-written terms.

Employee Signature

Date

Director Signature

Date