

4-H Afterschool Program PARENT HANDBOOK



*The 4-H Afterschool program is operated in partnership with Christina School District and the University of Delaware's Cooperative Extension 4-H Afterschool Department. Our programs are funded by the following grants:
Delaware Department of Education 21st Century, CJC and OJJDP.*

Welcome to the 4-H Afterschool Program...

The 4-H Afterschool (4HAS) Program is designed to increase student academic skills while participating in hands-on enrichment activities, homework help, leadership and community service. The 4-H motto is: "To make the best better".

Our Philosophy is for youth to gain confidence in learning when offered academic support, opportunities to engage in hands-on learning and practice in healthy life skills supported by supportive leaders.

What do we provide?

The 4-H Afterschool Program includes: academic support, 4-H enrichment activities, recreation and a healthy snack.

Who are we?

The University of Delaware Cooperative Extension 4-H Youth Development Team operates the afterschool program in partnership with Christina School District. Staffing is a combination of experienced 4-H youth development personnel. The program is an afterschool childcare provider licensed through the State of Delaware Office of Childcare Licensing.

4-H Mission Statement

4-H is a community of young people across America who are learning leadership, citizenship and life skills.

OCCL State Licensing Requirements

Our program complies with applicable licensing regulations and standards according to the State of Delaware. These standards relate to our facility, staff and safety procedures.

Reporting Child Abuse

As a state licensed facility we are legally obligated by law to report incidents of possible child abuse or neglect.

Physical Environment and Safety

Your student's health and well being are of the utmost importance. The site is continually inspected to ensure the safety of all participants involved in the program. Should an emergency occur, parents and/or emergency contacts will be notified immediately of all plans determined by the staff or school administrator.

Emergency Notification Forms

Emergency contact forms are kept on file. In case of illness or injury, the cards are used to notify and advise you or the person(s) designated by you of your child's status. It is extremely important the information be kept current with updated phone numbers. If the following information should change at any time, please notify us – in order to better serve you and your child:

- Phone numbers where you can be reached during the day
- Home/Work physical address and email addresses
- Names of authorized persons who may be contacted in case of an illness or injury
- Names of all persons authorized to pick up your child

Accident Report

In the event your child has an accident while in our care, you will receive a report providing you with all the necessary details. You will be asked to sign the form acknowledging you were notified.

Homework Policy

- We will assist all students with their homework during the designated Homework Help time. We are unable to sit with students to conduct one-on-one tutoring sessions to complete homework assignments.
- 4-H Staffing is responsible for allotting time for homework (2:15pm to 3pm); excluding special event dates.
- 4-H Staffing endeavors to provide a quiet environment conducive for studying

- 4-H Staffing provides calculators, paper, dictionaries, rulers, pencils, thesauruses, homework help etc.
- 4-H Staffing will walk around to manage behavior, as well as, homework assistance during homework time
- 4-H Staffing provides Math/Science/Social Studies worksheets and books to read during homework time for students without homework
- Students are responsible for bringing their textbooks/homework assignments to 4-H
- Students are responsible for asking for assistance with homework assignments from 4-H Staffing
- Parents are responsible for checking for homework completion
- Parents are responsible for encouraging students to bring their textbooks/homework assignments to 4-H

Snack

Each afternoon, students enrolled in the afterschool program will receive a nutritional snack consisting of: proteins, fruits/vegetables, and dairy products. If your child is allergic to any food products, please inform us and plan to pack a snack from home. Meals are a free program provided by the Food Bank of Delaware.

Sign Out/Release of Students

Your child/children will be released to those listed on your release form. If it becomes necessary for someone other than those listed to pick up your child, please call and inform us prior to the pick up time. Everyone picking up students must have a photo I.D.

When picking up students in the afternoon – please speak to the Site Manager and/or Site Admin when signing them out. Each student is responsible for cleaning up his/her projects before leaving.

Transportation/Dismissal

Bus transportation is provided for students that are regular bus riders. If your child is a bus rider – students board the bus between 4:30p and 5pm (dependent upon the arrival of our bus vendor); if your child is a walker he/she will be dismissed between 4:30 and 4:45pm (depending upon daylight savings time). All students must be dismissed and/or picked up by 5:00pm or there is a late fee (\$1 per minute) – during summer camp same model; however, dismissal is 2:30pm. **Also, our bus stops are Activity Bus Stops (development stops) – not Christina School District routed stops.**

Positive Behavior Expectations

4-H Afterschool incorporates positive behavior expectations that develop the characteristics of respect, responsibility, caring and trustworthy participants. All staff and participants are encouraged to accept, practice and demonstrate the four values that create a positive environment for youth. **Please note the student enrichment contract included in this packet.**

Positive Behavior Management Plan

- Staff will look for every opportunity to redirect non-productive behavior into more positive behavior.
- Staff may remove a student from a group to allow the situation an opportunity to calm and then the student can rejoin the group.
- If behavior warrants, students may receive a written warning; which will be copied and sent to School Administrators, as well as, the student's parent/guardians. The student will be suspended from the program for a week.
- 2nd offenses will follow same as above and the 3rd offense will result in the student's suspension from the program until the next school-year.
- Physical threats or actions by a student will result in an automatic suspension.
- Parents/School Administrators will be notified of all behavioral issues.

The 4-H Staff will make every effort to work with a student, his/her parent(s) and school administrators in finding positive avenues to resolve behavior issues.

Calendar

The 4-H Afterschool Program follows the School District calendar. When schools are closed for holidays, inclement weather or inservice days our program is closed as well. Additional days off are at the discretion of the Director; prior notice of these dates will be posted in the monthly newsletter or will be emailed in the case of an emergency closing. Please be sure to communicate your email address to me at ftaylor@udel.edu.

Attendance

The 4-H Afterschool program expects that every student enrolled in the program will attend the program each day, due to the developing curriculum. If your child will not be attending the program, please notify the Site Managers via email or voicemail. This precaution is crucial to our system of attendance and child protection. Programming is as follows: 2pm Homework, 3pm Snack, 3:30pm Enrichment, 4:30pm Clean-Up/Dismissal; Monday-Thursday; Fridays programs are closed.

Inclement Weather Policy

Please note the following stations to hear up-to-date information on early closings: WJBR 99.5, WSTW 93.7 or WDEL 1150. You can also access school closings on the Department of Education website (<http://schoolclosings.delaware.gov/>). If schools and/or the district are closing or dismisses early – programs are closed as well and students will be dismissed via the school's policy (i.e. walker, bus rider, car rider, etc.).

Lost/Stolen Items

University of Delaware, 4HAS and Christina School District are not responsible for lost/stolen/misplaced personal items.

Medical

Please notify us in writing of any food, drug or insect allergies and/or physical limitations of your child. An annual physical form is required on file for each student. Parents will be notified if your child has been exposed to a contagious disease. Please read the Health Exclusion list included in this booklet. We will take every precaution in the program to keep your child healthy, and we ask you to cooperate with us by keeping an ill student at home.

Medication(s)

If your child requires medication for life-threatening conditions such as allergies, bee stings, etc. the prescription can be kept in the school's nurse's office and administered before school dismissal (i.e. 2pm).

Administration of Medication

Should your child require the administration of medication during program hours an authorization form must be signed by the child's parent/guardian and physician. Prescription medications MUST be in the original container with the physician's name and a current date on the label. Medication will only be given to the child whose name appears on the label. All over-the-counter medications must be in the original container and have the student's name clearly printed on it. Written authorization, from your child's physician, is also required for medication to be administered to any child under the age indicated on the label with a specific dosage.

HEALTH RECORD AND HEALTH EXCLUSION

Students will be sent home or should be kept home for the following:

- Fever of 101 degrees
- 24 hours after being sent home with a fever
- Vomiting and/or diarrhea
- Severe cough or sore throat which interferes with the student being able to participate in daily activities
- Rash – your child will need a note from their physician stating the rash is not contagious prior to returning.
- Discharge from eye or eyes and/or red eye or eyes with discharge. Students will be excluded from returning until 24 hours of treatment is completed.
- Excessive lethargy, irritability or congestion – inability to stay awake – labored breathing – unusual behavior for the student.
- Symptoms which include any of the following: chicken pox, impetigo, lice.
- Severe ear pain which limits the student's participation in daily activities.

If your child becomes ill as he/she enters the program, it will be the parent/guardian's responsibility to pick up the student within one hour of notification. **If a student is sent home due to illness, he/she may not return for 24 hours unless you have a note from a doctor stating it is safe for the student to return.** If your child becomes infected and contagious, please notify the director immediately – in order to safely notify other families who may have been exposed.

Please feel free to communicate informally with the program staff at any time. We look forward to your comments and suggestions. Two-way communication is perhaps the single most important means of ensuring an enjoyable afterschool experience for all.

4-H Afterschool Contact Information:

Director: Ms. Fonnice Taylor

Fall OFFICE HOURS: 8am-5:15pm

Summer OFFICE HOURS: 7am-4pm

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