

# Parent Handbook

4-H Afterschool Program

Administered by:

Cornell Cooperative Extension  
Association of Jefferson County

Cornell Cooperative Extension  
Jefferson County





I pledge...

my **head** to clearer thinking,  
my **heart** to greater loyalty,  
my **hands** to larger service, and  
my **health** to better living for  
my **club**, my **community**,  
my **country**, and my **world**.



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# What is 4-H Afterschool?

The 4-H Afterschool Program is organized by Cornell Cooperative Extension of Jefferson County. The program provides academic support and hands-on enrichment through exploration in lifeskills and S.T.E.A.M. (Science, Technology, Engineering, Art, and Math) topics.

The 4-H Afterschool Program fosters a unique combination of fun and learning through a wealth of research-based, ready-to-use, "learning by doing" curricula on a wide variety of topics; this 4-H method aids youth in developing lifelong skills, such as leadership, critical thinking, and teamwork.

There is **NO** fee for the 4-H Afterschool Program.

# What is the 4-H Method?

The 4-H method calls for multi-session learning opportunities. Research shows that students learn and retain more information with this approach. This format strives to build mastery in a skill over time. It fosters self-esteem in students and makes a lifelong connection between learning, fun, and success. Since this is a 4-H program, completing an enrollment form also enrolls your child in 4-H. There is no obligation to attend any meetings and 4-H membership is **free**.

4-H Afterschool addresses a growing need for quality after-school programming in the U.S., where as many as 15 million children come home to empty houses after school. Research shows that high-risk youth can greatly benefit from 4-H programming.

# **Program Operations**

## **Academic Support**

Our primary goal during this time is to assist your child with understanding and completing their homework. We strive to have as many children leave academic time with homework completed, but this is not always possible. If you are concerned that your child needs help with a specific skill, please communicate this with us and we will do our best to accommodate.

Some students may qualify for tutoring, which will take place during this time.

## **Club/Enrichment Time**

During Club/Enrichment time the program will cover a variety of topics that are valuable in building life skills and exposing youth to potential career paths.

At times your child may have the opportunity to choose which club to join based on his or her personal interests. We believe that providing your child with a choice in what they learn will allow them to be more engaged as they take ownership in their education.

Please be aware that picking your child up early from program may not allow for completion of projects or instruction on a topic.

# **Program Policies**

## **Parent Pickup Policy**

When picking up your child from the program, you must enter the building to sign them out. Photo identification will be required for everyone (including parents) picking up the child. Once the pickup person is known, photo identification may not be needed, but always have it with you, as staff may change. If your child will walk home, we must have written permission.

No child will be released to anyone not listed on the Transportation Authorization Form.

## **Parent Involvement**

The 4-H Afterschool program encourages parent/guardian involvement. Parents/Guardians are welcome to attend any and all program functions.

If your child has a specific academic need, please communicate this with the Program Coordinator or staff. This will help us to improve the academic assistance that is offered.

## **Attendance Policy**

Attendance is very important to the success of the program. We strongly encourage students to attend program each day that it is in session; this ensures that the students gain the maximum benefit from our multi-session learning initiatives. If you are picking your child up early they may miss out on completing projects and may not gain the full value of the lessons.

If your child will not be attending, please send in a note or call the school so staff can be notified. Students that do not attend consistently may be asked to withdraw from the program if there are youth on a waiting list.

If we expect your child and they do not attend, you may receive a phone call for the safety of your child.

## **Program Cancellations and Inclement Weather**

The 4-H Afterschool Program is in operation for every full day that school is in session. There is no program on dates where there are school holidays, half days, or go-home early drills. If weather causes the school to close early, or cancels afterschool activities then the 4-H Afterschool Program is cancelled. Please check your local TV and radio stations for school cancellation notices.

## Discipline Policy

The 4-H Afterschool Program operates under a strict discipline policy and follows the philosophy that each student has the right to a safe and orderly learning environment. It is the shared responsibility of the students, program staff, administration, and parents to provide this atmosphere. Together, our goal is to help each child develop the skills to be responsible for his or her behavior.

### Program Rules:

1. Have fun but make safe and smart decisions.
2. Maintain a positive attitude.
3. Be prepared to learn new things each day.
4. Respect all students and program staff.

### Conflict Resolution

The afterschool program staff believe in providing youth with the skills necessary to resolve conflict with another person. Due to the structure of the program it is not always possible to keep two students separated in the event that there is a conflict.

In situations where there is a conflict, the program staff will bring students together for a discussion about how to move past the conflict in a civil manner so that all students may continue to enjoy programming.

### Disciplinary Procedures

Disciplinary procedures/actions are at the discretion of the afterschool staff, not the school. The afterschool program will follow these steps when dealing with general disciplinary issues:

1. Warning – inform parents of misbehavior.



2. Parent Meeting – If behavior issues continue to arise the program coordinator will set up a Parent meeting to discuss the next steps and strategies for student’s success within program.
3. Suspension from Program – If continued misbehavior or extreme behavior issues arise a student may be suspended from program for a specified period of time (between 1-10 days).
4. Removal from Program – If the above process was followed and behavior does not improve, a student may be permanently removed.

#### Suspension/Program Removal

The following behaviors will not be tolerated and may be grounds for immediate suspension or dismissal:

- Refusal to follow educator directions – to a point where it is disruptive to program and creates an unsafe environment/situation for program participants.
- Acts or threats of violence toward other students or educators
- Repeated use of language that is inappropriate, vulgar or sexual in nature
- Destruction of property belonging to the school or afterschool program
- Stealing from other students, the school or the afterschool program.

## **Safety Policy**

All staff are Mandated Reporters and must report suspected child abuse to the State Hot Line. All group activities at the program must fall under School Age Child Care license ratios of 1:10 (age 9 & below) or 1:15 (age 10+). Cornell Cooperative Extension Staff are trained in First Aid and CPR. Our aim is to keep the students safe and happy while they are with us.

### Relocation/Emergency Information:

If there is an emergency at school that requires us to relocate the program, you will be contacted by program staff. If we need to relocate due to an emergency situation we will follow the school's relocation/evacuation procedure.

## **Technology Policy**

All students in the program will be expected to abide by the following technology policies:

- Cell phones, music players, gaming devices, tablets or any technology devices that may become distracting are not allowed out in program as these can interrupt academic time and club activities.
- Texting or answering phone calls during program is not permitted. In a situation where a student needs to use their phone to text or call a parent/guardian or to arrange a ride from program, they may be given permission to go to the program desk and use their phone under the supervision of the program coordinator.

This situation should not be a daily habit and should only be used in emergencies.

- If a student is using an electronic device during program when they are not permitted to, the program staff may confiscate the device until the end of program.
- Computers in the library or computer lab will be used for educational purposes only. Misuse of computers for purposes other than the educational activity or for viewing inappropriate content, may result in loss of computer privileges.

### **Dress Code Policy**

Any attire considered too revealing or extremely form fitting will not be allowed.

Hats are not allowed to be worn during program.

Your child must be properly attired for the weather outside as our program utilizes the grounds and area around the school.

Open-toed shoes, flip-flops, sandals, etc., may not be appropriate for all activities. If your child wishes to participate in activities in the gym or outside in spring/summer, they must wear sneakers (rubber soled, toes and heel covered).

For winter activities, children should have gloves, hats, coats, and boots. Snow pants are required for snowshoeing.

# Medical Policies

## **Medication Information:**

Our program is certified to administer emergency medication only—typically epi-pens, inhalers, or glucagons. If your child requires medication due to illness, allergy, or a medical condition, you will need to fill out medical paperwork with your child’s doctor and provide the medication to the program prior to your child’s first day.

## **Medical Administration Policy**

No medication will be administered without written permission from the prescribing doctor and a written permission form from the parent. Prescribing doctor must give specific directions for dosages in instructions or medication request cannot be accepted.

Medication must be in the original container and the side effects insert must be given to the program.

All medications are stored in a medical lock box and administered by trained staff.

## **Sick Child Policy**

Your child will be denied admission, isolated, and/or sent home from the 4-H Afterschool Program for obvious signs of illness.

**Symptoms of illness include**, but are not limited to, headache, sore throat, cough, rash, low grade fever (below 101), inability to participate (fatigue), nasal discharge, and lack of appetite.

# Additional Signs of Illness

Signs and Symptoms	Readmission Criteria
<b>Fever:</b> at or above 101 degrees Fahrenheit	Fever has been absent 24 hours.
<b>Impetigo:</b> oozing open skin erosion	Lesions are no longer weeping and child has received care from a physician for 24 hours.
<b>Scabies:</b> Crusted waxy ridges and tunnels in webs of fingers, hands, wrist and trunk.	After physician's care and treatment is complete.
<b>Ringworm:</b> Flat, spreading ring-shaped lesion.	24 hours after physician's care and treatment has begun.
<b>Chickenpox:</b> Crops of small blisters on a red base that becomes cloudy and crusted in 2-4 days.	Chickenpox lesions are crusted; this usually occurs 5-6 days after onset.
<b>Head Lice:</b> Live lice on the scalp or nits attached to the hair shafts.	Head lice are under treatment and there are no nits present.
<b>Strep Throat:</b> Sore or reddened throat accompanied by a high fever.	48 hours after physician's visit and antibiotic treatment begins.
<b>Conjunctivitis (pink eye):</b> Red, watery eyes with thick, yellowish discharge.	Under a physician's care, treatment for at least 24 hours, and discharge has diminished.
<b>Diarrhea and Vomiting:</b> 2 or more incidents within a 4-hour time period.	24 hours after last incident.
<b>Persistent cough with one other positive symptom.</b>	24 hours after last incident.
<b>Inability to Participate:</b> Child complains of not feeling well, with one other symptom.	Child is able to participate in activities and free of other symptoms.
<b>Rash:</b> Rash of unknown origin, with one other symptom.	Health care professional has identified, treated, and issued written consent for child to return.
<b>Nasal Discharge:</b> Green or dark yellow, accompanied by a fever.	Nasal discharge is clear and/or fever is not present.
<b>Emergency Care or Hospitalization</b>	Dr. statement including return-to school date.

If **any** of the above conditions appear while child is at program they will be isolated from the group and closely monitored until a parent or guardian arrives.

#### **4-H Safe Space – what is a safe space?**

Our first priority is to create a safe, inclusive space for learning, sharing, and collaboration welcoming to people from diverse backgrounds, cultures and perspectives. Diversity includes, but is not limited to: race, color, religion, political beliefs, national or ethnic origin, immigration status, sex, gender, gender identity and expression, transgender status, sexual orientation, age, marital or family status, educational level, learning style, socio-economic status, physical appearance, body size, protected veterans, and individuals with disabilities. CCE actively supports equal educational and employment opportunities. No person shall be denied admission to any educational program or activity on the basis of any legally prohibited discrimination. CCE is committed to the maintenance of affirmative action programs that will assure the continuation of such equality of opportunity.

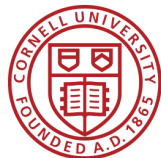
#### **Nutritious Snack Policy**

Each day of program students are offered a healthy snack.

We recommend that you do not send a snack with your child, as it may conflict with food restrictions or allergies of youth within the program. If you have a need to send a snack with your child, please communicate with the Site Coordinator.

# **Notes:**

# Cornell Cooperative Extension Jefferson County



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