

PARENT HANDBOOK



4-H AFTERSCHOOL PROGRAM

Administered by:

Cornell Cooperative Extension | Jefferson County

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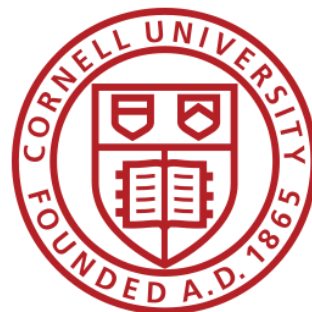


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Program Overview

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.

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** in Jefferson County.

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 all children, especially high-risk youth, can greatly benefit from 4-H programming.

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.

Program Operations

Academic Support

Our primary goals 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.

Program Policies

Enrollment

Enrollment to the 4-H Afterschool Program is on a first come-first serve basis. We require enrollment forms to be completed and approved by the site coordinator prior to your child attending program. Incomplete enrollment forms may result in your child being waitlisted.

All enrollment forms must contain current phone numbers, addresses, and pick up authorizations that are up to date at all times. Please notify the site coordinator if any of this information changes at any time.

New enrollment forms are required at the start of each program year. (Summer programming, if available, is counted as it's own program year.)

School Breaks, Holidays, 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 as well.

Cornell Cooperative Extension and the 4-H Afterschool Program reserves the right to cancel programming if there is a travel ban or if the program deems it is unsafe or inappropriate to run the program.

**Please check your local TV and radio stations for school cancellation notices.*

Withdrawing

If circumstances arise that would require you to withdraw your child from program, please notify the site coordinator in writing prior to your child's last day of program. Re-enrollment into the program will be based upon space and availability.

Payment

The 4-H Afterschool is grant funded and is provided at no cost to you.

Program Policies Continued...

Child Pickup Procedures

Your child must be signed out of program every day by an authorized pick-up person. 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. *Cornell Cooperative Extension and the 4-H Afterschool Program reserves the right to deny a child the ability to walk home if circumstances are deemed unsafe. (i.e. blizzard, after daytime light hours, ect.)*

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

Please be aware that picking up your child early from program may not allow for completion of certain projects or instruction on a specific topic. If you know that you are going to be picking your child up early, please notify the site coordinator in advance as we are often spread out amongst the school building, outside, on the nature trails, ect.

Attendance Policy

Attendance in the program is very crucial to the success of the program. We strongly encourage all 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 up your child 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 notify the site coordinator in writing by sending a note into the school, or call the school office 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. (See Missing Child Procedure above)

Parent Involvement

The 4-H Afterschool Program encourages parent/guardian involvement. Parents/Guardians are welcome to attend any and all program functions. Please be aware that you will need to sign in on the visitor log during each visit.

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

Program Policies Continued...

Visitor Policy

Due to NYS SACC regulations, each program will require all visitors to sign into the visitor log upon entry to the facility, indicate the date and time of the visit, state in writing the purpose of the visit, and sign out upon departure of the premises.

Missing Child Procedure

Attendance is taken at the beginning of each program day as students enter the premises. If we are expecting your child, and they do not show up, these are the steps we will follow to ensure your child is accounted for and safe:

1. Contact the child's teacher and the office staff to see if they are aware of where the child might be. (Went home early, was notified to go home on the bus, parent pick up, ect.)
2. If the child was sent home by bus or as a walker, we will make every effort to contact the parent or emergency contact to make sure someone is home for the child, or are aware that the child will be coming home. If the parent cannot be made aware of the child being sent home, we will make every attempt to have the bus drop the child back off at the school.
3. Check the school premises, bathrooms, hallways, playground, ect to make sure the child is not located somewhere elsewhere.
4. If the child cannot be located within 30 minutes of school dismissal/program starting, the police will be called.

Custody Documentation

For the safety of your child, we request all court documents that include custody documentation to be shared with program staff. In the absence of a court order, stating otherwise, both parents will be given equal access to their child. This program cannot, without a court order, limit the access of one parent by the request of the other parents regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to the child, that parent should remove the child from program until a court order is issued.

A legal restraining order must be on file on the 4-H Afterschool Program site if the biological/adoptive parent is not allowed to pick up the child. Our program will not accept approval by a parent or guardian, written or otherwise, contradicting the legal restraining order.

Parents should submit, to the site, a copy of the court order, divorce decree, or other legal documentation to prevent an unauthorized pick up by the non-custodial parent. Documentation must be kept in the child's file located at the site.

Program Policies Continued...

Serving Students with Special Needs

A child with special needs is one who requires some form of special care due to physical, mental, emotional, or health reasons. Children with special needs are also commonly referred to as children with disabilities. The Americans with Disabilities Act (ADA) defines a child with a disability more specifically as one who has physical or mental impairment that substantially limits the child's ability to care for herself or himself, perform manual tasks, or engage in any other major life activity, such as walking, seeing, hearing, speaking, breathing, or learning, in an age-appropriate manner.

The kind of disability a child might have can vary greatly. Special needs include but are not limited to:

- A. physical challenges;
- B. socio-emotional challenges;
- C. nutritional needs;
- D. developmental needs; and
- E. cognitive needs.

As a team, the 4-H Afterschool Program staff will work together with families to determine what reasonable accommodations or modifications to the program are required to fully meet the needs of the individual child. Therapy or other professional services rendered by a third party will be coordinated with the site coordinator. These persons will be required to sign in and out of the program, and to show identification. The parent or guardian will be asked to train staff on any special requirements. The team will meet on a routine basis to determine the child's success in the program and to evaluate the progress of the child. Certain conditions may require that the parent make themselves available during attendance hours.

A child with a disability will only be denied admission after the individual needs of that child are assessed. Parent or guardians may be asked to provide a medical or professional statement of need if applicable. A child will not be denied admission into the program without administrative approval by the Afterschool Program director.

A denial of admission for a child will only occur under the following conditions:

- A. Admitting the child into program requires changes in policies, practices, or procedures that would fundamentally change the nature of the program and there are no reasonable alternatives available.
- B. A particular child's conditions poses a direct threat to the health or safety of the disabled child or of any other children or staff and there is no reasonable way of eliminating the threat through changes in policies, practices, procedures, equipment, or services.
- C. Accommodating the child's needs requires structural changes which are extremely expensive or difficult to carry out and there are no reasonable alternatives available.
- D. Accommodating the child's needs requires the provision of auxiliary aids and services which would fundamentally alter the nature of the program or would result in an undue burden (i.e. significant difficulty or expense) and there are no reasonable alternatives available.

As with all children admission will also be dependent upon the availability of space in the program.

Program Policies Continued...

Privacy Statement

The 4-H Afterschool Program is committed to the protection of you and your child's personal information. Personally identifiable information will not be shared with third parties unless otherwise stated herein, or a specific release is obtained authorizing the release of the information. This Privacy Policy covers our treatment of personally identifiable information that is collected during the registration process and while your children are in our care.

From time to time, the program will share information with third parties, such as attendance records, behavior and health logs, and other demographical information on the families that we serve. This information does not personally identify you or your child.

Our program does release information to third parties such as Department of Social Services, Office of Children and Family Services, Community Action Planning Council, Child and Adult Care Food Program, the Department of Defense Education Activity, NYS Education Department, and our Outside Evaluator, Laura Payne-Bourcy Consulting Services, for the purpose of program evaluation and improvement. All children's records are subject to review and/or reproduction by the Office of Children and Family Services.

Program staff will not leave any file, either paper or computerized unsecured. Paper files containing children's information must be kept in locked cabinets. Computerized files must not be left unattended, and computers must be kept in locked position or must be turned off when not being used. Documents or files that contain personal information will be shredded if no longer needed by the program.

We are mandated reporters and are required to report instances of suspected child abuse or maltreatment when we are presented with reasonable cause to suspect child abuse or maltreatment. Personal information will be released to the Child Protective Service (CPS) unit of the local department of social services if abuse is suspected without consent from the individual or individuals involved.

Program Policies Continued...

Licensing and Regulations

The 4-H Afterschool Program is licensed with the New York State Office of Children and Family Services. 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 basic First Aid and CPR, with at least one trained person on the premises at all times. Our aim is to keep the students safe and happy while they are with us.

All policies, procedures, and regulations are available for you to read at any time. Please see the Program Coordinator if you have any questions or concerns about any of these policies, procedures, or regulations.

Staff

All of the staff that work for the afterschool program are employed through Cornell Cooperative Extension of Jefferson County. All staff follow the NYS laws and regulations for the School Age Child Care Programs.

All staff receive a background check through the Statewide Central Register for any suspected child abuse reports and are fingerprinted for criminal history through OCFS.

The staff are required to maintain 15 hours of training within the first 6 months of working in the program, and 30 hours commutatively every 2 years. This training includes, but is not limited to:

- CPR/First Aid
- Child Abuse Prevention and Reporting
- Child Development
- Program Development
- Nutrition
- Health and Safety
- Life skills
- 4-H Programming

Program Policies Continued...

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 device that may become distracting are not allowed out during program time, as these can interrupt academic 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 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 the 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.

Cornell Cooperative Extension and the 4-H Afterschool program cannot be held responsible for any item brought to program that may end up lost or stolen.

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 time.

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 the spring/summer, they must wear sneakers (rubber soled, toes and heel covered).

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

Program Policies Continued...

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 the general discipline issues:

1. Warning - Inform parents of the behavior.
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 the program.
3. Suspension from Program - If continued misbehavior or extreme behavior issues arise, a student may be suspended from the 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.

Program Policies Continued...

Sun Safety Policy

4-H is committed to the health and safety of its employees as well as the youth and families engaged in programming and recognizes that encouraging sun safety behaviors helps create a safe community. For all outdoor events occurring on sunny days-especially between 10 am and 4 pm-4-H will promote basic strategies for preventing skin cancer for employees and participants including: sun-protective clothing, full-brimmed hats, sunglasses, sunscreen, SPF lip balm, and seeking shade when practical. All employees will receive annual sun safety education encouraging them to practice sun safety behaviors while on the job and to promote these behaviors to participating families. Sun safety guidelines will be communicated and reinforced to participating families through verbal reminders, written communications (ex: permission forms, parent handbooks), and signage whenever possible.

Medical Policies

Medication Information: Our program is certified to administer emergency medication only - typically epipens, 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 only.

Sick Child Policy

Your child's wellbeing is our top priority. If your child becomes ill during program hours, you will be notified. Your child will be denied admission, isolated, and/or sent home from the 4-H Afterschool Program for obvious signs of illness. If you cannot get to your child within 30 minutes of notification, the emergency contact list will be used.

Cornell Cooperative Extension and the 4-H Afterschool Program staff reserve the right to determine if a child's condition makes it unsafe for your child to remain in the program.

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.

Program Policies Continued...

Sick Child Policy Continued...

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

Program Policies Continued...

Nutrition Policy

Cornell Cooperative Extension of Jefferson County embraces a proactive wellness plan that maximizes the health and well-being of body, mind, and spirit.

Cornell Cooperative Extension and the 4-H Afterschool Program is committed to ensuring your child meets proper nutrition guidelines during our programs. Each menu is planned out according to CACFP regulations and can be available to you at anytime. Each student will receive a snack at the beginning of each program day. If your child has dietary restrictions, please list them on the enrollment form, and contact the site coordinator if any changes arise.

CCE promotes healthy eating among its program participants by establishing a food policy that supports healthy food options in the workplace. These policies follow the recommendations put forth in the Dietary Guidelines for Americans and MyPlate.

- When food and beverages are provided for meetings/events, food that is lower in fat, sugar, salt and calories and higher in nutritional value and fiber will be offered.
- When providing refreshments or serving meals, fruits and/or vegetables are offered with preference for whole foods (natural and least processed) that are locally produced.
- Smaller portion sizes as well as vegetarian options should always be provided.
- Milk/dairy products should be low fat or fat free. Wellness Policy FY 2019 Cornell Cooperative Extension Association of Jefferson County Wellness Committee Wellness Policy
- Food from grains should be made from whole grains, including breads and pastas.
- If a beverage is offered, water is the first choice. Other optional beverage choices include 100% fruit or vegetable juices, nonfat or 1% milk, coffee - regular and decaffeinated, tea - regular and herbal teas. No beverages containing added sugars should be included.
- Follow food safety guidelines when preparing food:
 - Cook food to the appropriate temperature.
 - Keep hot foods hot.
 - Keep cold foods cold.
 - Separate, don't cross contaminate. Keep raw meat, poultry, seafood, and eggs separate from other items.
 - Keep all items clean by washing hands and surfaces often.

Concerns About Our Program

Program applicants, participants, and their families members, have the right to express concerns without interference or retaliation. All concerns should be resolved as informally and quickly as possible by all parties involved. There are a number of avenues you can pursue if you have a concern with our program.

1. You can visit the site where your child attends program. You can visit the program at any time during operational hours to talk to staff about your child or voice any concerns you have about your child's care. If you will require a meeting which may take an extended time, we will gladly schedule a time outside of the program hours to ensure we are still giving appropriate attention to the children in our care.
2. You can call the Cornell Cooperative Extension of Jefferson County Office and speak directly with Mitch McCormick, program director, at 315-788-8450. If you still have concerns, you can call and ask to speak with Stephanie Graf, Youth and Family Program Leader.
3. The State office of Children and Family Services maintains a toll-free complaint line for complaints about childcare programs. The Office is empowered to investigate any possible violation of child care regulations. Your complaint will be investigated, and if it is substantiated, staff will work with the provider to correct any violations. If you wish to make a complaint, call: 800-732-5207.



Get Ahold of Us!

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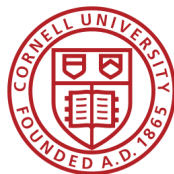
Visit Us on the Web!

<http://ccejefferson.org/4-h-youth/4-h-afterschool>



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Cornell Cooperative Extension | Jefferson County

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