

# After School Parent Handbook



Children & Youth Services Division

PO Box 220

Decatur, GA 30031

(404) 378-1082 (CYS office)

(404) 377-0494 (fees/registration)

## DECATUR CHILDREN & YOUTH SERVICES DIVISION

Dear After School Parents and Guardians,

Welcome to the City of Decatur After School Program. We hope that your child/ren will find their time at After School to be enriching and fun. We are delighted to have the opportunity to work with you and your family. At this time we are providing you with an informational packet to assist you in utilizing our services to the fullest extent. This packet includes:

- Mission
- Program Policies
- Rules and Consequences
- Description of Activities

This information should answer most of your questions. Should you desire additional information please contact the office and we will be happy to assist you. For billing and registration questions please call 404-377-0494. For programming questions, child needs or information please call 404-378-1082 for the Children and Youth Services administrative offices. In an effort to keep you informed and to get your input, a new parent orientation meeting is held at the beginning of school each year. Weekly newsletters are available at individual sites as well as bulletin boards and quarterly parent programs or Family Nights. Parents also have the opportunity to participate in Parent Advisory Committees working toward accreditation and program improvement at all of our sites. If you are interested, please contact the Children & Youth Services office.

We appreciate your participation in our programs and welcome your comments and suggestions.

Sincerely,

Claire Miller, Assistant Director

## TABLE OF CONTENTS

<b>Mission</b>	<b>4</b>
<b>Schedule Policies</b>	<b>4</b>
Operational Hours/Schedule	
Program Closing	
Parent Tardiness	
Absences/Schedule Changes	
Check In/Check Out Procedures	
<b>Program Policies</b>	<b>5-7</b>
Enrollment Policy	
Financial Assistance	
Parent Involvement/Visitation	
Communication	
Family Orientation	
Withdrawal Procedures	
Payment	
Homework Policy	
<b>Health and Wellness Procedures</b>	<b>7-8</b>
Medications	
Illness and Injury	
Snacks	
Transportation	
<b>Description of Activities</b>	<b>9-10</b>
Community Time or Group Time	
Physical Activity	
Nutrition	
Tournament Time	
Arts and Crafts	
Cooperative Play	
Sports Skills	
Fun Centers	
Special Activities	
<b>Structured Program Components</b>	<b>10</b>
Technology	
Tutoring	
Cultural Enrichment	
<b>Daily Schedules</b>	<b>11</b>
Animal Crackers	
Whiz Kids	
Project REAL	
<b>Afterschool Program Rules and Consequences</b>	<b>12-13</b>
Introduction	
Minor Infractions	
Safety Infractions	
Willful Harm Infractions	
Reports to Parents	
<b>Fee and All Day Camp Schedule for 2009-2010 School Year</b>	<b>14</b>

(Handbook/ACParent/7/09)

## MISSION

Community partners will collaborate to promote the development of our children and youth into healthy, productive, lifelong learners.

## SCHEDULE POLICIES

### OPERATIONAL HOURS/SCHEDULE

After School operates in sync with the school schedule and provides after school care from the end of the school day until 6:15 pm, Monday through Friday. Please make a note on your calendar regarding school holidays. Care is provided through All Day Camps at the Decatur Recreation Center on these days. All Day Camps require separate registration and an additional fee. You must pre-register to attend All Day Camps. No registrations will be taken on the day of camp. Camps are offered for K-3<sup>rd</sup> graders on site at Decatur Recreation Center. All K-3<sup>rd</sup> graders must bring their own lunch. Camps are also offered for 4<sup>th</sup>-8<sup>th</sup> graders. Camp begins and ends at Decatur Recreation Center but registrants in 4<sup>th</sup>-8<sup>th</sup> grade camp take a trip each day of camp. Lunch is included for 4<sup>th</sup>-8<sup>th</sup> graders. Camps will be cancelled at least ten days in advance if registration does not meet a minimum level. On City of Decatur holidays we will not offer programs for children and youth as the CYS Division will be closed.

### PROGRAM CLOSING

In the event of extreme weather the program will adhere to the decision of the City Schools of Decatur regarding operation. If weather or other emergencies occur during after-school hours, forcing the program to close early, parents will be contacted by phone to arrange pickup of their child.

If weather or another emergency requires immediately closing of the schools, the school system will make a decision by 1 pm. The decision will be announced on local radio and TV stations, the school system hotline, and school system and city web sites.

Should the school buildings need to be cleared for any reason at the end of the school day, any children who have not been picked up from their school by 4:00 pm will be taken to Renfroe Middle School, 220 W College Avenue. All children will be supervised until picked up by a designated person.

### PARENT TARDINESS

The program ends at 6:15 pm. It is the parent or guardian's responsibility to ensure that children are picked up by that time. Parents will be assessed a late fee of **\$10.00 every 10 minutes beginning at 6:16 p.m.** 6:16-6:20 = \$10.00; 6:21-6:30 = \$20.00; 6:31-6:40 = \$30.00, etc.

After 6:30 pm, all emergency and alternate pick-up names will be contacted. If no one can be reached, the child will be transported to Decatur Recreation Center. In addition to the late fee charges, a \$25 transportation fee will be assessed. If parents have not arrived by two hours after the program's end time, the child will be taken to Decatur Police Department and turned over to the Department of Family and Children's Services. Continued lateness may result in expulsion from the program.

**PARENTS WILL BE REQUIRED TO SIGN THE LATE PICK UP LOG AT THE TIME OF ARRIVAL AND WILL RECEIVE A REMINDER OF LATE FEES DUE AT THAT TIME. THE LATE FEE WILL BE ADDED TO YOUR ACCOUNT BALANCE. ALL LATE FEES MUST BE PAID AT DECATUR RECREATION CENTER. LATE FEES WILL NOT BE COLLECTED ON SITE.**

### ABSENCES/SCHEDULE CHANGES

If you know in advance that your child will be absent or his/her schedule will change, we ask that you notify the Site Director the day prior or send a note. If your child's schedule changes without notice, please contact the Children and Youth Services office at (404) 378-1082 and leave a message for your site staff. Please call prior to 2:00 pm as staff reports to programs at that time. **PLEASE DO NOT CALL THE SCHOOL OFFICE TO LEAVE MESSAGES. THE AFTERSCHOOL PROGRAM IS NOT OPERATED BY YOUR CHILD'S SCHOOL.**

(Handbook/ACParent/7/09)

## **CHECK IN / CHECK OUT PROCEDURES**

Your child will check into the program directly after school and will be in the care of Decatur Children and Youth Services staff until an authorized person arrives to check him/her out. We require that all children be checked out directly with a staff member through a signature on our sign out sheet. If you will be sending someone else to pick up your child, we will need written notification from you including the name of the authorized party as well as the dates/times of authorization. Please ask any individual coming to pick up your child to bring a picture ID for verification of identity.

If your child will leave our program for another after-school activity, i.e. Scouts, soccer, any school sponsored afterschool activity, etc., we must have written notification of these plans including the name of the person who will pick your child up. At Project REAL, if your child is scheduled for a range of different activities both in and out of school please put this schedule in writing for the afterschool staff so the program will know what days and times to expect your child. If your child is to return to the After School Program following an outside activity, please let the Site Director know what time to expect the child's return. Our staff will contact parents concerning any child not accounted for at the scheduled time.

## **PROGRAM POLICIES**

### **ENROLLMENT POLICY**

It is the policy of Decatur Children and Youth Services to enroll children without bias toward sex, religion, race or physical disability. Every reasonable effort is made to accommodate any special needs. Our program provides supervisory care and not medical or nursing care. Should your child require special care, please contact the Assistant Director to arrange consultation between the parents, teacher, school social worker and Children & Youth Services administration.

### **FINANCIAL ASSISTANCE**

Limited financial assistance is available for Decatur families demonstrating a need. Applications for financial assistance may be obtained and submitted at the Decatur Recreation Center located at 231 Sycamore Street. In order to apply you will need to bring proof of residency and proof of income. Proof of residency documents accepted are a tax bill, utility bill or rent receipt. Proof of income must represent the income of all adults in your household. Documents accepted are any of the following: last year's W-2 forms, three consecutive recent pay stubs, IRS form 1040 for previous tax year for household, GTANF award letter, SSI award letter or three consecutive SSI check stubs. For special cases or to discuss a payment plan please contact Marian Melton, Director of CYS at 404-378-1082.

### **PARENT INVOLVEMENT/VISITATION**

DCYSD encourages parent involvement and welcomes parent visitation to the program. If you wish to visit and/or observe your child's program please check in with the Site Director upon arrival. There will be opportunities for parents to be involved in a variety of roles including serving on a Parent Advisory Committee, helping with special events, sharing skills, etc. If you are interested in participating, please make your Site Director aware.

In addition to physical involvement, we enjoy parent feedback on program procedures and encourage you to provide your input. We have worked with an evaluator to create a targeted measurement system that relies heavily on your participation at the beginning and end of the school year. Parents are asked to complete a formal written evaluation twice each school year. Your participation in this evaluation process helps us make changes to assure we are providing the highest quality program for your child/ren. If you have an individual concern, please discuss this with your Site Director. If you still have a concern, please contact the Assistant Program Supervisor at 404-378-1082. Individual conferences will be held as needed.

The program holds a number of Family Nights and Parent Enrichment Events throughout the school year. These may be during the afternoon hours or during the evening. These events give the parents a chance

(Handbook/ACParent/7/09)

to get to know their site staff and see and experience the variety of activities your children are engaging in during our program. Families are encouraged to participate in these events.

For programs involved in the Accreditation process this school year, the Parent Advisory Committee will meet throughout the school year to evaluate the after-school program and create and implement an action plan to help improve the program's capacity to meet the needs of children and families and achieves or exceeds the Council on Accreditation's standards for afterschool programs. Programs currently Accredited with the National AfterSchool Association (NAA) will undergo evaluations according to the NAA standards. The committee is comprised of parents from your program site, Site Director, Assistant Program Supervisor, Assistant Director, and a school system representative. If you are interested in participating in this group, please contact the Assistant Program Supervisor or Assistant Director.

## **COMMUNICATION**

We encourage parents to communicate daily with staff members at the school site. We believe this builds a positive relationship that greatly benefits your child. In addition to this personal communication, parents can expect to receive a weekly email communicating upcoming events, City-wide and CYS Division events, upcoming fee payments, the children's activities and other interesting information. The newsletter will be available at your program site if you desire a paper copy or can be downloaded in .pdf form from the Children and Youth Programs page of the City website. Please check the bulletin board at the site for postings, snack menus, lesson plans and other pertinent information.

## **FAMILY ORIENTATION**

Parents receive information concerning After School through the school office and the school orientation meeting for parents each fall. Parents must register children for programs at Decatur Recreation Center. Upon enrollment with DCYSD, parents are provided a Parent Handbook including a school year calendar. The purpose of this packet is to familiarize both the child and the parents with the program policies and procedures. The Assistant Director holds an orientation meeting at the beginning of the school year to orient any new parents and to introduce full-time staff. The Assistant Director welcomes any questions after reviewing this information. As new families enter the program throughout the school year the Site Director will facilitate introductions to all the program staff and to the program's policies and procedures. Our bulletin board on site provides ongoing information to keep families informed about a variety of relevant topics, including staff names.

## **WITHDRAWAL PROCEDURES**

If you choose to withdraw from the program during the school year, please request a withdrawal slip from Decatur Rec Center or from your program's Site Director. This form can be completed and returned to the Site Director for processing. **Withdrawal forms should be received at or before the date session payments are due (the 15<sup>th</sup> of the month, prior to the start of the new session). Otherwise, you will still be considered to be enrolled in the next session and will be held responsible for payment for the upcoming session. You will remain responsible for any outstanding fees. Fees are non-transferable and non-refundable.**

## **PAYMENT**

You will receive a refrigerator magnet showing our fee due dates for afterschool sessions. Please note these due dates on your calendar now to ensure your child's continued participation in our programs. Payment dates will be in the newsletter and a notice will be posted at the site. We will be sending reminders regarding payment due dates via email using the address you provided on your child's registration form. We will be using the primary day time contact number indicated on your registration forms for automated telephone reminders as well. Emails and calls will be generated for our entire contact list and will continue to the designated number and email address until you ask us to remove you from our active contact list or give us updated contact information. For updates or removal please email Claire Miller at [claire.miller@decaturga.com](mailto:claire.miller@decaturga.com).

All payments may be mailed or hand delivered to the Decatur Recreation Center (231 Sycamore St.). Payments can also be made by telephone with a Visa or Mastercard at (404) 377-0494. Payments may  
(Handbook/ACParent/7/09)

also be made via WebTrac which can be accessed via the City website. WebTrac requires payment amounts in full. Visit <<https://webtrac.decatarga.com/webtrac/vsiwebtrac.html>> or starting from the city website at [www.decatarga.com](http://www.decatarga.com) go to Children and Youth Programs then Registration, then scroll down to the WebTrac link. You will need your household ID number (available at Decatur Rec Center 404-377-0494 or CYS Office 404-378-1082) and can pay by Visa or Mastercard. *Counselors are not allowed to accept program payments (please do not ask them to do so.)*

**IMPORTANT: Please note that all fees are due in advance of session dates. Children whose fees have not been paid will not be able to attend the program and will likely lose their position in the program. In the event of extenuating personal circumstances the Director may be able to assist parents with payment plan options. The Director can be reached at (404) 378-1082.**

## **HOMEWORK POLICY**

At Animal Crackers (Winnona Park, Oakhurst, DRC and Clairemont) and at Project REAL (Renfroe), our programs provide a series of periods each day during which children can choose their activities. Homework may be done at this time; however, our program staff does not require the completion of homework at a specific time of day. Staff will answer questions about homework and assist as needed or as requested by a child.

For those children who forget their supplies, each site is provided with a homework box including a dictionary, ruler, pencil sharpener, pencils, paper, etc. If you would like to have your child complete homework at this time, please discuss this with your child. In order for children to have the benefits of the total program, children are discouraged from spending more than 45 minutes in one homework block. Children needing more time can choose to complete their homework during a later free choice period.

After School staff will not mandate that children complete homework. If you wish to mandate homework for your child, you and your child should reach an agreement on that issue. Please do not ask Decatur CYS staff to enforce completion of homework or punish for non-completion. We are happy to work with you to remind and encourage children during homework time. Parents may wish to ask a child's classroom teacher to share weekly assignments with program staff for follow up.

At Whiz Kids (Glennwood), homework is a scheduled activity required for all children. All children are expected to spend 30 minutes on homework at a set time each day. If a child does not have homework, we require 30 minutes of quiet reading during this time period. If completion of homework becomes an issue for your child, please talk with your Site Director to make an agreement between you, your child and the Whiz Kids staff relating to your homework expectations for your child.

## **HEALTH & WELLNESS PROCEDURES**

### **MEDICATIONS**

We will administer prescription medication to your child with written permission including the name of the medication, amount to administer and time. There is a form you must complete before we can administer medication. All medications must be in the original container labeled with the child's name and dosage information. The Site Director has "Permission to Administer Medication" forms. These must be completed for each medication.

### **ILLNESS AND INJURY**

Should your child become ill or suffer an injury requiring medical care while in attendance at After School, you will be notified immediately. If neither a parent nor an emergency contact can be reached, emergency care will be called and the emergency vehicle will transport the child, if needed. Parents are responsible for any medical or transportation cost incurred.

Children with communicable diseases are not permitted to attend the program. Any child with a temperature of 100° or more, diarrhea or vomiting must be immediately removed from the program. In the event that we find your child to have any of these symptoms we will contact you to pick them up. **It is** (Handbook/ACParent/7/09)

**imperative that we maintain a current contact list in case of emergency. Please notify us regularly of any changes in phone numbers or emergency contacts.** Children with communicable diseases will be readmitted to the program according to the school's health policy.

If a child is chronically ill, the child will be included in the program when it is feasible. DCYSD will work with parents and doctors to include the child in any way possible.

## **SNACKS**

We provide a daily snack that meets and/or exceeds the USDA guidelines for a snack. Please see the bulletin board for menus. City Schools of Decatur Nutrition Department plans the snack menu. The guidelines are based on an average caloric amount for the week. As such, snacks may vary in terms of nutritional and caloric value during a week and still be in compliance with USDA guidelines. Snacks include fruit juice or milk as well as a food item.

Occasionally, the children prepare additional snacks as a food project. We also have monthly birthday parties and occasional seasonal parties. Special foods may be served at parties. If you have suggestions for appropriate snacks that are individually packaged, please let us know.

Your health history forms should indicate any allergies. As an extra precaution, please notify the Site Director regarding your child's allergies to assure these are indicated on their forms.

## **TRANSPORTATION**

Children attending the Decatur Recreation Center Animal Crackers program will be bused to the Rec Center via school bus. At the beginning of the school year Clairemont children may be transported to DRC via City of Decatur van. City vans may only be operated by approved drivers.

School buses will be used in the event of any planned field trip outing involving a large number of participants. For shorter or small group trips, children will be transported via City van with approved driver. A City van would also be used in the event of an emergency or to transport children still at their afterschool sites after 6:30 pm. A \$25.00 transportation fee applies.

Booster seats in combination with shoulder strap belts are used for all five and six year olds when travelling by City van.

# DESCRIPTION OF ACTIVITIES

## COMMUNITY TIME OR GROUP TIME

Community Time is a daily sharing time where children talk about important happenings and plans for the day. Children are encouraged to share art projects and other accomplishments. Children might also hear a poem, joke or story. At this time new opportunities are presented, rules are reinforced and policy changes are introduced to the children.

## PHYSICAL ACTIVITY

All City of Decatur After School programs offer at least 30 minutes of outside time per day. Where weather prevents outside time, active indoor activities will be substituted. This portion of the program is designed to provide children an opportunity to exercise and improve their fitness level. Fitness activities include: parachute games, kid aerobics, calisthenics, curricular activities from CATCH Kids Club (Coordinated Approach to Child Health) and active group games. (See also Sports Skills.)

## NUTRITION

Nutrition activities designed to teach good eating habits and increase positive attitudes toward healthy foods are included each week. These activities are drawn from a research-based curriculum designed for afterschool programs: CATCH Kids Club.

## TOURNAMENT TIME

A series of games held on a weekly basis – often on Fridays. Using minimally competitive, fun activities in which children are provided an opportunity to be successful.

## ARTS AND CRAFTS

Children have the opportunity to be creative with the Free Art Center each day. This center provides paper, markers, crayons, scissors, glue, and a variety of other items for the children's use. Also, each week a simple arts and crafts project activity is planned. This gives the children an opportunity to explore different media. Also included will be seasonal crafts and "junk" art made with various items from home.

## COOPERATIVE PLAY

The programming will always include a variety of non-competitive and cooperative games designed for participation by all. The theme for cooperative play is "play hard, play fair and play safe." The games involve working together, participation by all players, singing, and using imagination and creativity. All children are encouraged to participate.

## SPORTS SKILLS

This time will focus on more active organized sports activities. Children will also have an opportunity to play games of their choice and utilize playground equipment. Children are often taught sports skills through other games and activities.

## KIDS' CHOICE/ STATIONS/ FUN CENTERS

This is an opportunity for children to make their own choices about leisure time. A variety of activities offered include homework, board games, reading, free art, outside free play, blocks and other manipulatives, science and nature activities, food projects, nutrition activities, pretend play, drama and quiet games. The activity choices are varied during the program day and during each week.

## SPECIAL ACTIVITIES

*Occasions:* This time will be used for monthly birthday parties, holiday parties, speakers, films, field trips, and/or other "non-routine" events. These days will be mentioned in our weekly newsletters.

*Guests:* Through the joint efforts of others agencies, children participate in awareness and safety programs developed by American Red Cross, Decatur Fire Department, Decatur Police Department, etc.

*Field Trips:* Periodically children may take a field trip to Decatur Recreation Center for special programs. On other occasions children may visit other sites, parks or other special opportunities. Parents will receive advance notice of any off-site trips with beginning and estimated ending times and locations of trips. The general permission slip that is signed on the After School registration form is adequate for participation unless a location requires specific permission.

## **STRUCTURED PROGRAM COMPONENTS**

### **TECHNOLOGY**

Participants attend hands-on sessions with trained instructors in small groups to expand their knowledge of computer-based applications, internet usage, and to complete group projects using state-of-the-art equipment and software. Each child has the opportunity to attend at least one Technology session per week.

### **TUTORING**

Participants who have been recommended by the school system will attend three sessions per week Tuesday, Wednesday, and Thursday with a classroom teacher to work on skills to assist in classroom success. Participants attend in small groups of six or fewer in 45 minute time blocks usually at 4pm or 5pm. Children in the tutoring program are expected to attend all three days throughout the school year in order to ensure that the program is as effective as it can be.

### **CULTURAL ENRICHMENT**

Participants are offered exposure to a wide range of supplemental experiences with Artist Instructors ranging from mixed media visual arts and pottery to puppetry and improvisational theater. Sessions generally last four weeks and occur Monday and Friday weekly (K-5<sup>th</sup>). Each child attends one session per week. Parents will be invited to attend closing sessions where children may showcase their creativity at the end of each eight week session.

#### **Enrichment at Project REAL:**

At Project REAL Enrichment Classes are offered M/W and Tu/Th by topic area in blocks of eight sessions. These class sessions generally last four weeks. Youth enrolled in the program may choose one of the two concurrent sessions at a time. For an additional fee youth may take both classes.

#### **Enrichment at Whiz Kids:**

In addition to Mondays and Fridays as above, at Whiz Kids enrichment is also offered through the Oakhurst Community Garden Project located at 435 Oakview Road. On Monday afternoons interested children may travel to the OCGP for gardening and cooking related programming.

On Fridays at Whiz Kids all children have the opportunity to select from a rotation of Whiz Kids Circles offered by the program staff. Each child may select two Circles per day in which to participate.

## Daily Schedule – Animal Crackers

- 2:45** Dismissed from school to program (DRC Animal Crackers board school bus)
- 2:45-3:30 pm** Choice Activities: Snack, Homework, Outside Activities, Manipulatives, Board Games, Quiet Reading/Rest, Dramatic Play, Free Art, Rotating Centers
- 3:30 pm** Community Time
- 4:00 pm** Choice Activities and Scheduled Activities  
Enrichment M & F  
Tutoring Tu, W, Th  
Technology Tu, W, Th, F (depending on program enrollment)
- 5:00 pm** Choice Activities and Scheduled Activities  
Enrichment M & F  
Tutoring Tu, W, Th  
Technology Tu, W, Th, F (depending on program enrollment)
- 6:00 pm** Closing and Wrap Up – Choice Activities
- 6:15 pm** Program Closes – All children must be picked up. Late fees begin at 6:16 pm

## Daily Schedule – Whiz Kids

- 3:00 pm** Dismissal
- 3:15-3:30 pm** Snack and Group Meeting time
- 3:30 pm- 4:00 pm** Choice Activities
- 4:00 pm** Homework Time (Tutoring Tu-Th, Enrichment M/F, Technology Tu-F begin)
- 4:30 pm** Choice Activities
- 5:00 pm** New Tutoring, Enrichment and Technology groups
- 6:00 pm** Choice Activities
- 6:15 pm** Program Closes

## Daily Schedule -- Project REAL

- 3:30 pm** Dismissal
- 3:45-4:00 pm** Snack and Choice Activities
- 4:00 pm** Enrichment Classes begin by enrollment M/W and Tu/Th and Choice Activities
- 5:00 pm** Second Enrichment group begins and Choice Activities
- 6:00 pm** Walkers released (**5:30 pm** during daylight savings time)
- 6:15 pm** Program Closes

(Handbook/ACParent/7/09)

# AFTERSCHOOL PROGRAM

## Rules and Consequences

Our afterschool program is structured to provide your child a safe, supportive, and positive environment in which to learn and grow. We try to allow many avenues for creativity, freedom of choice and new experiences. The afterschool staff is trained to utilize conflict resolution and violence prevention skills to supplement what is taught during the school day while helping children to solve their own problems.

Your child's safety is our primary concern. The main rule governing our program is "Be Safe, Be Kind." We want children to be safe in activities and kind to others and things around our program. We want to clarify our conduct/consequences list with you and hope you will review it with your child. It outlines our course of action in cases of problematic behavior.

**MINOR INFRACTIONS TO RULES (NON-SAFETY):** After minor infractions to rules an initial warning is given for inappropriate behavior and an explanation for the existence of the given rule – with an emphasis on safety – will be offered to the child. Each site has a Peace Center that children are encouraged to use to work out their frustrations and to talk with others to resolve their conflicts. The "Time Out" system will be used, when required. If the conflict cannot be resolved or an inappropriate behavior is repeated, children will sit out for an appropriate amount of time to "regroup and rethink" (usually 3-10 minutes), then will be allowed to rejoin the group. Children will be encouraged to "work out and solve" problems as well as accept responsibility for their actions. Logical consequences will result from unacceptable behavior.

**SAFETY INFRACTIONS:** Following a safety-related rule infraction, more immediate consequences will be imposed. Staff will intervene immediately, rules reiterated and a Time Out is likely to allow a child opportunity to reflect on the safety rules in question. Counselors will discuss the importance of the safety rule with the child, assure understanding, and allow the child to rejoin the group after an appropriate amount of time. If safety rules continue to be broken, parents will be involved as allies in reinforcing rules with children.

**WILLFUL HARM INFRACTIONS:** A willful harm infraction, in which one child deliberately harms or tries to harm another child, will result in immediate consequences. Depending upon the seriousness of the violation a child will be disciplined immediately and appropriately and may be suspended for one or more days by the Program Supervisor. Parents may be asked to meet for a conference prior to the child's return to the After School program to help ensure that the child understands the program rules as well as the consequences of non-compliance. A second incident of willful harm may result in expulsion from the program for the remainder of the afterschool year.

### REPORTS WILL BE MADE TO PARENTS IN THE EVENT OF:

1. Destruction of property and inappropriate use of materials
2. Running away from the school or a staff member
3. Being away from the group without a staff member's knowledge
4. Repeated refusals to take necessary time outs
5. Excessive fighting or conflicts
6. Engaging in inappropriate behavior
7. Disregarding program safety rules
8. Repeated or significant infractions of any rule or expectation

### PARENTS WILL BE CALLED IMMEDIATELY TO PICK UP THEIR CHILD IN THE FOLLOWING CASES:

1. Hitting children or staff and/or physically endangering others

(Handbook/ACParent/7/09)

2. Refusing to stop dangerous activities (throwing rocks or other objects, using them as weapons, etc.)
3. Uncontrollable behavior

We realize that you care about your child and want to be involved as a parent. We want to keep you informed of your child's positive accomplishments as well as his/her negative behavior. We hope to be accessible to your questions and suggestions as we value your opinion. Talk with us. If we are not aware of a problem, we cannot hope to resolve it for you or your child. **WE CARE!**

### **Children and Youth Services Staff**

Afterschool Counselors: Our program operates with a 12:1 child to staff ratio. Afterschool counselors are hired on a per program basis depending on the number of children enrolled at each program.

#### Site Directors by Program Site

Clairemont Animal Crackers – Renae Madison  
Decatur Recreation Center Animal Crackers – TBA  
Oakhurst Animal Crackers – Cathy Morgan Davenport  
Winnona Park Animal Crackers – Tiffany Woodie  
Glennwood Whiz Kids – Lartasha Chaney  
Project REAL at Renfroe – Barrett Tibbetts

#### Administrative Staff

Administrative Assistant – Ashley Stewart  
Assistant Program Supervisor – Glenda Lee  
Assistant Director – Claire Miller  
Director – Marian Melton

## FEE AND ALL DAY CAMP SCHEDULE FOR 2009-2010 School Year

<b><u>Session #</u></b>	<b><u>Session Dates</u></b>	<b><u>Fees Due</u></b>
1	August 10 - September 4	July 15
<i>All Day Camp</i>	<i>September 21</i>	<i>Register by Sep. 8</i>
2	September 8 - October 6	August 15
<i>All Day Camp</i>	<i>October 12</i>	<i>Register by Sep. 28</i>
<i>All Day Camp</i>	<i>November 2</i>	<i>Register by Oct. 19</i>
3	October 7 - November 5	September 15
<i>All Day Camp</i>	<i>November 25</i>	<i>Register by Nov. 11</i>
4	November 6 - December 8	October 15
<i>All Day Camps</i>	<i>January 4 &amp; 5</i>	<i>Register by Dec. 18</i>
5	December 9 - January 22	November 15
<i>All Day Camp</i>	<i>February 16</i>	<i>Register by Feb. 2</i>
6	January 25 - February 23	January 15
7	February 24 - March 23	February 15
<i>All Day Camps</i>	<i>April 5-9</i>	<i>Register by Mar. 22</i>
8	March 24 - April 27	March 15
9	April 28 - May 25	April 15
<i>All Day Camps</i>	<i>May 26-28</i>	<i>Register by May 12</i>