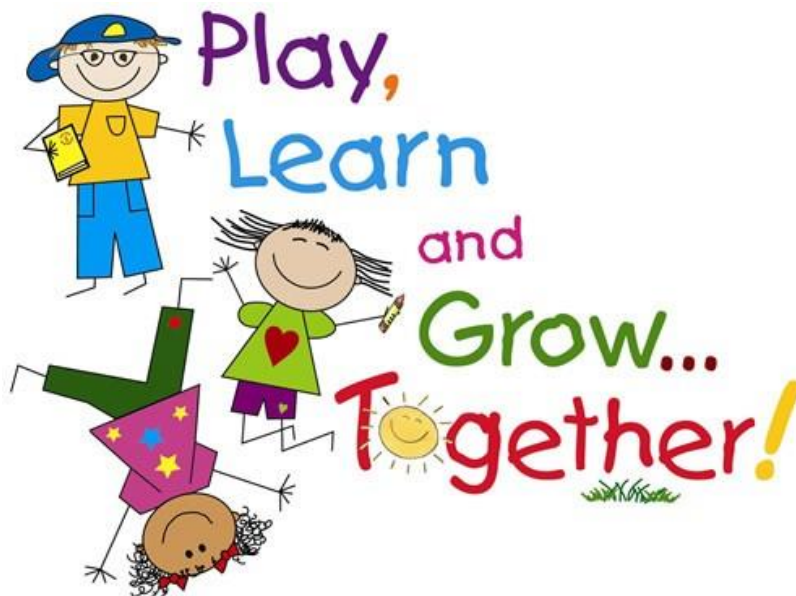


# Apple Creek School/

## Family Handbook

### Extended School Program



Program Director: Staci Landsberger (220-6890)

Site Coordinator: Gerri Kroh (224-8302)

# **Welcome to the ACS/ESP Program!!!**

Our philosophy at the Apple Creek School Extended School Program (ACS/ESP) is to provide a safe and caring environment for your children. Our program will provide after school programs for students. The ACS/ESP does not discriminate on the basis of race, sex, color, national origin, religion, age or disability in admission or access to, or treatment in the program and activities.

## **Program Goals**

1. To serve K-5 students outside the normal school hours in a safe and secure environment.
2. Provide qualified staff
3. Encourage families to be active in the Apple Creek School
4. Provide community with ACS/ESP information

## **Program Objectives**

- Student Social Growth
- Teach Values
- Improve personal relationships
- Appreciate Diversity
- Become better leaders and supporters
- Develop specific skills
- Have fun
- Assist with homework

# After School Program

The ACS/ESP after school program hours of operation will begin at the time school is dismissed until 5:30p.m. Monday-Friday any day school is in session during the regular school year. Our program will follow your school calendar and will only operate when school is in session. In the event school dismisses early for any reason the ACS/ESP after school program will not operate that day. Activities will include, but are not limited to, reading, help with homework and indoor/outdoor play. The smooth flow of our program depends largely on the notification of parents and properly signing students in and out each day. **Parent/guardian MUST inform the school if for any reason the student will not be in the program on any given day.**

The ACS/ESP requires each enrolled child to punch in on the time clock every day that they are in school to ensure an accurate daily attendance. The child will then punch out when in parent's care. The ACS/ESP will take daily attendance upon student arrival. **If we do not receive notification of child's absence, we will attempt to contact the student's parent/guardian.** If no contact is made, appropriate actions will be taken to endure child's safety. Transportation is not provided by the staff.

**Students must be picked up NO LATER THAN 5:30 p.m. A late fee of \$5.00 per student for every 5 minute period will be charged. Students will not be allowed back into the program until late fee is paid. Students may be dismissed from the program for abuse of the late pick up.**

## Program Fees:

	Per Student	Drop-In Care
<i>After School</i>	\$120/month	\$25/day

\*A \$50 non-refundable deposit is due to hold your spot in After School. This will be applied to your payment.

## Late Fees

Monthly Payment: A \$20.00 late fee will be added to your account after the 10<sup>th</sup> of each month. If payment is not received by the 20<sup>th</sup> of the month, services may be regrettably terminated. We accept cash or checks. There is a \$35.00 fee for all returned or stopped checks.

## Sign In/Out

Parent/guardian must provide an authorized person to sign their child (ren) out of the program by 5:30pm every day. It is the responsibility of the parents/guardian to secure transportation from the ACS/ESP program. Please complete the Authorized/Unauthorized form in the back of this packet. The staff will only release children to authorized people on the Authorized/Unauthorized form who have the proper identification at pick up. For the utmost of care and safety of your child(ren), students will not be allowed to sign themselves out of our program.

## Snacks

Snacks will not be provided. Please have your child bring an after school snack. Snacks are not to be shared unless child is providing for all students in the ACS/ESP program. Please let us know if your child has any food allergies.

## Holidays, Snow Days & Schedule

During the regular school year the ACS/ESP program will follow the school calendar. The ACS/ESP program will not be available if school is not in session. In the event school dismisses early for any reason, the ACS/ESP after school program will not operate that day. **PLEASE NOTE:** The ACS/ESP will not be available on Track and Field Day and the Last Day of School / Picnic, nor on the day before Thanksgiving break (11/23/17) and the day before Christmas break (December 20, 2017).

## **Accident or Illness**

In the event your child becomes ill or injured during ACS/ESP time, parents/guardians will be called immediately to make arrangements for the child to be picked up. If the parents/guardians cannot be reached, Supervisors will try the other contacts on your authorized pick up sheet. In order to maintain a healthy, happy atmosphere for all children and staff, we ask that students who are ill be kept home until they have fully recovered. Keep your student home if he/she has a fever of 101 degrees or is vomiting. It is assumed that if a child is well enough to attend ESP, then he/she is well enough to play outdoors and engage in a full schedule of activities. If for any reason your child needs emergency care, the Supervisor(s) will send them by ambulance to the hospital listed on your emergency form. If your child is not in school or was sent home during the school day for any reason, that child will not be allowed to attend the program that day.

## **Medications**

The ACS/ESP is *not responsible* for the administration of medication to a child. If your child needs medication, please make other arrangements during the ESP program times. The only exceptions to this rule are the EpiPens for an allergic reaction or inhalers for asthma treatment. Parents/Guardian must supply the ACS/ESP staff with the EpiPen or i n h a l e r .

## **Responsible Behavior**

Students are expected to conduct themselves in a respectful and positive manner. We expect all children to use the six pillars of Character Counts: Respect, Responsibility, Caring, Citizenship, Trustworthiness, and Fairness. Students disobedient or disruptive of the ACS/ESP are subject to corrective discipline. The Site Coordinator may recommend to the Program Director, suspension/expulsion of a student for up to 5 consecutive days. Final decisions of suspension will be made by the Program Director with input from the school Principal after allowing the student's parent/guardian an opportunity to be heard. Conduct exhibited while on school grounds or during an ACS/ESP, activity is subject to suspension/expulsion, including but not limited to:

- Threatening or attempting to cause damage to school, ESP or private property or stealing or attempting to steal school, ESP, or private property.
- Threatening or attempting to cause physical injury to another person.
- Possessing or transmitting any weapon or other dangerous object, which could be used to inflict harm on another person if used in a threatening manner.
- Possessing, using, transmitting, or being under the influence of any illegal drugs, alcoholic beverage, or intoxicant of any kind.
- Disobedience or defiance of proper authority.
- Behavior, which is detrimental to the welfare, safety or morals of other students.
- Offensive or vulgar language, whether or not it is obscene, defamatory or to incite violence, where it is disruptive of the ACS/ESP.
- Any student behavior, which is detrimental or disruptive to the ACS/ESP, as determined by the Site Coordinator or Program Director.

A Student who has been expelled may be reinstated by the Program Director provided that:

- The student satisfies the Program Director of their personal contrition.
- The student satisfies the Program Director of their personal resolve to not repeat any comparable acts.
- The parent/guardian demonstrate to the Program Director that an appropriate combination of special home precautions, professional counseling, and home discipline programs of an appropriate design and duration have been taken to assure the Program Director of the absence of opportunity and inclination on the part of their student to repeat any comparable acts; and
- The parent/guardian satisfies to the Program Director of the parent's/guardians profound resolve that comparable acts will not be repeated.

If the Program Director determines that the conditions for reinstatement have not been fulfilled before the beginning of any following year, the Program Director can initiate proceedings for expulsion in the following year. Parents are also expected to conduct themselves in a suitable

manner. Disruptive behavior by a parent may result in suspension or expulsion of their student.

## Dress Code

All children should dress according to the weather. North Dakota weather can change at any time during the day. Please have snow boots, hat, mittens, and snow pants during the winter. Tennis shoes are required at all times, **no flip flops** are allowed due to safety concerns. The ACS/ESP will follow ALL school dress codes found in the Apple Creek School Handbook.

It becomes a concern of the school when grooming and dress patterns create a disruptive influence upon the educational program of the school, endanger the health and safety of the student body, or result in the destruction of school property. Furthermore, good personal appearance is conducive to a positive learning environment and a strong school culture, reflective of adopted school district values.

The school board, therefore, encourages the students/parents to use sound judgment in dress and grooming, and prohibits the wearing of clothing and/or accessories that endanger the health and safety of students and staff, or that result in the destruction of school property.

Although personal grooming and dress are primarily matters of concern between the students and their parents/guardians, however, students **will not be permitted to wear:**

Clothing that is revealing or distracting at school or school activities. Students are to conform to the following guidelines concerning appropriate dress and grooming:

- Pants, skirts, et al. regardless of style or material, need to fit comfortably at your child's waist. This prevents any indecent exposure of skin and or undergarments.
- Students may be outside during cold weather. Parents and students are encouraged to keep informed about the weather and forecasted weather and dress students appropriately. Boots, gloves, hats, and coats help your student to be more comfortable. Appropriate footwear should be worn in wet or snowy weather.

- Shorts may not be worn until the weather is 70 degrees.
- All clothing is to be worn according to the way it is designed.
- Students may not wear, as outer dress, the following:
  - Midriffs – any shirt that allows the exposure of the midsection during normal school activities.
  - Sleeveless undershirts, tube tops, spaghetti straps, etc.
  - See-through clothing.
  - Shirts showing bare shoulders and/or backs.
- Visible undergarments are not permitted.
- Muscle shirts may be worn as long as cut off is hemmed and no inappropriate amount of skin is shown (ribcage/stomach area)
- Tank tops are permitted as long as the strap is at least 1 inch in width.
- Leggings are allowed if accompanied with a shirt that covers the student's bottom and rest on the upper thigh or longer (ex. Tunic). Leggings will not be permitted if skin is visible through fabric. Tights may not be worn as an outer layer of clothing.
- Clothing with obscene or violent statements, designs, double messages, and advertisements for drugs/alcohol or tobacco will not be permitted.
- Short shorts and mini-skirts will not be permitted. Skirts must extend to within three inches of the top of the kneecap as a guide. Shorts must extend to within four inches of the top of the kneecap as a guide.
- Hats and caps are not to be worn in the building during normal school hours.
- Shoes, boots, and other appropriate footwear are to be worn at all times. Flip-flops are prohibited on the playground, for the child's safety.
- Cleanliness of the body and clothing is required.
- Clothing must be in good repair – free from holes, cutouts, or torn seams.



These regulations apply to students at all school-sponsored activities unless the principal approves a change. The school may adjust these guidelines to be age appropriate at the school level. Students will only be allowed to wear clothing outside of the student appearance regulations during ‘Incentive Days’ as designated by the school principal as a reward and motivation for the students. Incentive Days will be available as a school reward for various reasons and celebrations. The principal has the discretion to modify the student appearance regulations on Incentive Days.

If a student is in violation of these provisions, the principal or designee shall request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal shall take appropriate corrective and disciplinary action.

Students whose dress is not appropriate may be sent home to change or required to make other adjustments until appropriate clothing can be obtained.

## **Staff**

The heart of any experience lies in the interaction of people with one another. All staff is required to complete a background check and finger printing at the time of employment. Our staff is diversified in age, experience and interest to provide a collection of talent and expertise.

## **Parent Concerns**

In a community, people work closely together and hopefully interactions are positive, helpful, kind, and understanding. Communication is the pillar for such interactions to occur. We recognize that parenting is one of the most difficult and intense activities any adult can undertake. We know that you want what is best for your child and that your job is to advocate and protect your child. When conflict, concerns or any difficulties do arise communication between each stakeholder i.e. staff, parent, teacher, student etc. is what is necessary to provide the best possible educational experience for your child.

When you have a concern, please remember....

- Staff prefer that you talk with them directly, but they do understand if you would prefer to talk with the Program Director.
- Realize that if you have a concern about a staff member, the Program Director will need to investigate and talk to the staff person directly about your

concern.

- After expressing a concern, we will strive to improve the issue at hand.
- As concerns occur, communicate appropriately with the staff. It is always disturbing to the Program Director to find out later that parents had a number of concerns and never expressed them. Without knowledge of the concern or issue proper steps cannot occur to improve or resolve the issue.
- Expect follow-up from the Program Director or staff to make sure your concern has been addressed.
- Sometimes we cannot make a change you request due to program restrictions, but we ALWAYS want to hear your suggestions. We will consider each suggestion and respond to you in a timely manner.
- Although it is not the ACS/ESP's responsibility to understand or determine legal documents, nor is it our responsibility to enforce legal documents, all court orders will be reviewed and followed to the best of the programs ability. A parent/guardian with physical custody will always be considered the decision maker. A written agreement signed by the parent/guardian with physical custody is required to make any changes involving program documentation (ex. Permission to pick up child, etc.). The ACS/ESP reserves the right to terminate care in instances of inappropriate behavior by a parent.

## **Incident Report**

Apple Creek After School Program uses the incident reports to report to the parent unacceptable behaviors. Please see the School Handbook.

## **Tax Information**

Many parents ask for tax information at the beginning of each New Year. Please make sure to keep your receipts the site gives you after a payment is made. Your receipt is the only tax form that will be given to you. The ACS/ESP Tax ID# is 45-6000280.

# Registration/Enrollment

To better serve you and your child(ren), the enclosed Registration form, the Emergency Contact form, and the Pick Up form and Exchange of Information form must be fully completed and returned to your Site Coordinator of the ACS/ESP program before your child(ren) will be allowed to attend our program. Each child must have each form filled out for themselves, please do not fill out forms to include an entire family. Any incomplete forms will result in your child being withheld from the program until the proper documentation is complete. The ratio of one (1) staff member to twelve (12) students will be utilized however a total cap limit will be determined annually.

## A Final Word

Working together, we will try to provide an understanding atmosphere. We ask that you alert the staff for incidents that may have occurred in your child's life. Because children are easily affected by their environment, they often reflect the tensions and concerns of the people to whom they are closest. Each child's emotions and feelings are real and need to be recognized and dealt with appropriately. Illness, quarrels, unexpected visitors, or a parent away on a business trip may unwittingly create a climate of uneasiness and strain that can temporarily upset a child. Additionally, a broken toy, a lost tooth, or an upcoming birthday party may seem incidental, but can be major events in the life of a child and create emotionally keyed up behavior. Whatever the cause, it would be helpful if you would notify us whenever your child's behavior seems out of the ordinary.



**Apple Creek School (ACS)  
Extended School Program (ESP)  
Registration Form**

Student Name: \_\_\_\_\_

Grade entering fall 2016: \_\_\_\_\_ Before School: \_\_\_\_\_ After School: \_\_\_\_\_

Parent / Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_(W)\_\_\_\_\_ (C)\_\_\_\_\_

Email Address: \_\_\_\_\_

- I hereby agree to comply with the rules and regulations of the ACS/ESP program including, but not limited to, fees, health, clothing, and other items specified involving the ACS/ESP program.
- I hereby agree to notify the Site Coordinator two weeks in advance of withdrawal of my child(ren) from the program.
- I hereby grant permission for my child to use all of the play equipment, participate in all of the program activities.
- I hereby grant permission for ACS/ESP staff to take whatever steps necessary to obtain emergency medical care in the event of an emergency regarding my child(ren).
- I agree to cooperate with the general policies of the ACS/ESP program, to perform the obligations of parents or guardians set forth in this agreement, and to abide by the rules and regulations of this program provided in this manual, as well as the policies in the ACS Handbook. Signing this agreement indicates that I have received and understand the information included in the ACS/ESP Family Handbook and agree with the afore mentioned stipulations of the program.

Further, I waive and relinquish all claims that I, my insurer, or my child/ward may have against the ACS/ESP and its officers, servants, and employees from any and all claims for injuries, damages or loss which I or my child/ward may have or which may accrue to me or my child/ward in relation to his/her involvement with this program, regardless whether the activity involved is supervised or unsupervised. I also agree to hold the ACS/ESP harmless for any injuries, death, or damages sustained in relation to my child/ward's involvement with the program.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

## Emergency Contact and Medical Information for a Child

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Sex (M/F)

\_\_\_\_\_  
Parent's/Guardian's Name

\_\_\_\_\_  
Parent's/Guardian's Name

(\_\_\_\_) \_\_\_\_\_  
Home Phone

(\_\_\_\_) \_\_\_\_\_  
Work Phone

(\_\_\_\_) \_\_\_\_\_  
Home Phone

(\_\_\_\_) \_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, ST, Zip Code

\_\_\_\_\_  
City, ST, Zip Code

## Alternative Emergency Contacts

\_\_\_\_\_  
Primary Emergency Contact

\_\_\_\_\_  
Secondary Emergency Contact

(\_\_\_\_) \_\_\_\_\_  
Home Phone

(\_\_\_\_) \_\_\_\_\_  
Work Phone

(\_\_\_\_) \_\_\_\_\_  
Home Phone

(\_\_\_\_) \_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, ST, Zip Code

\_\_\_\_\_  
City, ST, Zip Code

## Medical Information

\_\_\_\_\_  
Hospital/Clinic Preference

\_\_\_\_\_  
Physician Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Insurance Company

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Allergies/Special Health Considerations

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for your child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of emergency.

\_\_\_\_\_  
Parent/guardian Signature

\_\_\_\_\_  
Date

# ACS ESP

## Authorized / Unauthorized to Pick-up

Authorized		
Name	Relationship	Phone Number

Not Authorized – This must be a court document and we need it on file		
Name	Relationship	On File