

Frontier Regional and Union #38 School Districts



Out-of-School-Time-Programs PARENT HANDBOOK

“Quality options beyond the school day”

www.frsu38.org/ostp/home

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Welcome!

Welcome to the Union #38 Out of School Time Program (OSTP). This booklet will provide you with information about our program, describe policies, and suggest ways that we can work together to bring your child the best possible experience. The Frontier Regional/ Union #38 Out-of-School Time Program is a self-supporting branch of the school district, offering before/after school programming and enrichment opportunities to children in grades K-6 at the Conway, Deerfield, Sunderland, and Whately Elementary Schools. Our programs are located in your child's school cafeteria, gym or classroom. The OSTP provides a program that exposes its students to creative and challenging activities that will enhance their physical, intellectual, emotional, and social development. The program will offer a mixture of structured and unstructured activities including team, small group, and individual outdoor and indoor activities.

Our program strives to provide and promote a safe, caring and respectful environment and an atmosphere where students can enjoy, grow, and learn. The program will provide quality before and after school experiences that parents can rely on throughout the year.

MISSION STATEMENT

To enable our children to realize and attain their full potential in a safe, nurturing environment that values individual differences and meets diverse needs.

PROGRAM PHILOSOPHY

The Out-of-School Time Programs (OSTP) are committed to providing a safe, fun, and educational atmosphere for students in the Frontier Regional and Union #38 schools. We are committed to offering quality programs that benefit the entire school community. In order to create a personalized atmosphere, with the opportunity for small group and individual interactions, we strive to maintain a 1:10 teacher to student ratio. We provide a stimulating, nurturing child-centered environment with opportunities for individual growth and positive social interactions. Our activities are carefully designed to spark your child's imagination and encourage lifelong positive values. Our programs offer a supervised setting for children and a child-centered environment where children have the opportunity to grow socially, physically and emotionally.

PROGRAM DESIGN

In OSTP students:

- Make decisions around how they will spend their time.
- Provide input about interests to help shape the program.
- Develop resourcefulness, responsibility, and reliability
- Participate in self-guided activities such as dramatic play, arts and crafts, Legos, science and nature investigation, computer exploration, cards and board games, and cooperative games and sports.
- Enjoy mixed-age groupings and develop cross grade friendships in a neighborhood-like atmosphere.
- Learn and develop social skills including assuming responsibility, taking initiative, respecting one another, working cooperatively, problem solving and resolving conflicts, as well as nurturing others.
- Enjoy daily outdoor recreational periods.
- Take advantage of homework time, Monday through Thursday, to work on homework assignments with OST staff support.
- Access activities interwoven to provide a variety of enjoyable and stimulating experiences in a warm and caring environment.

HOURS OF OPERATION

- OSTP follows the Union #38 School Calendar and programs are closed on holidays. A minimum of five students must be registered to run a program.
- **Before-school** programs are offered **Monday—Friday from 7:00 a.m. to 8:30 a.m.**
- **After-school** programs are offered **Monday—Friday from 3:00 p.m. to 5:30 p.m.** These programs are closed both the half-day before Thanksgiving and the last day of school.

ADDITIONAL PROGRAMMING

- **Full Day Programs** are offered on Teacher In-Service Days. **Full Day Programs run from 7:00 a.m. to 5:30 p.m.** Children participate in theme-based programming, are visited by guest presenters, or take field trips to parks, museums or other enriching activity.
- **Half-Day Programs** are offered on half-day parent/teacher conferences. Half-day programs are held at each elementary school and run from noon to 5:30.
- **February and April Vacation Camps run Tuesday-Friday, 7:00 a.m. to 5:30 p.m.,** at the Deerfield Elementary School for students from all four towns. Campers participate in a variety of engaging theme-based activities and sometimes field trips.
- **Full Day and Vacation Programs require separate registration forms,** and are provided to all families several weeks prior to the program, along with additional information about the location, theme, and schedule for the day or week.
- **Summer Program: River Valley Day Camp runs Monday-Friday from 7:00 a.m. to 5:30 p.m.,** at the Deerfield Elementary School, **six weeks,** in July and August. It is open to students from Union #38 and surrounding towns who have completed kindergarten through 6th grade. RVDC provides students with enriching summer activities focused around weekly themes, age-appropriate activities including group games, nature discovery, sports, swimming, arts and crafts, hiking, special themed events, and usually a field trip or special activity.
- **Enrichment Programs:** A wide variety of programs are offered during two 8-week sessions. Past programs include: Creative Movement, Karate, Drama, Art Programs, Science, Robotics, Outdoor Adventures, Creative Writing, Music Lessons, Dance, Foreign Language, and Yoga.

ARRIVAL AND DEPARTURE

- All children must be signed into before-school and out of after-school by a parent/guardian or authorized individual over the age of 16.
- When dropping off or picking up your child, please let the OST staff member know that you have arrived. Staff appreciates the opportunity to greet each family when they arrive at the program.
- Enrichment Programs- Students attending an enrichment must be signed out with the after-school program not the enrichment instructor.

ABSENCES

Parents should contact the program if a child will not attend the After School Program on a regularly scheduled day. Please contact the program coordinator or leave a message with the school office to be relayed to the program coordinator prior to After School hours. The program coordinator will check with the school office, the child's teacher, and, finally, attempt to call the parent in an effort to locate a child not in regular attendance.

DISMISSAL PROCEDURE & AUTHORIZED PICK-UPS

Parents/Guardians must enter the building and sign their children in and out of our program. This ensures child safety and compliance with state guidelines.

- The child will only be released to his/her parent/guardian and/or those persons (over the age of 16) that the parent(s) specifically designate on the enrollment form.
- Photo ID will be required for the release of anyone who is not known by the staff, including parent/guardian.
- Amendments to the release section of the enrollment form must be submitted in writing by the parent/guardian who completed the form.
- We recognizes many families have unique custody arrangements. Specific court orders will be necessary in order for OSTP to deny access to any legal parent/adult. We encourage families to find solutions to custody issues without putting children and/or staff in a difficult position. When a difficult position presents itself, staff will discuss the issue with both parties to find a solution which minimizes the stress for the child. We will only follow what the court order states.

PROCEDURE FOR LATE PICKUP

- **Please call the site director if an unexpected emergency will cause you to be late picking up your child.**
- Parent/guardians must pick up their children by 5:30 p.m.
- After a five-minute grace period, staff will call the numbers listed for the parents/guardians. If the parent/guardian cannot be reached, staff will call the authorized individuals listed on the registration to locate someone able to pick up your child.
- There is a **\$1.00 per minute** charge for children not picked up by the program's closing time.
- In the event that the child has not been picked up within one hour of the stated closing time and no contact has been made with the parent/guardian, it will be necessary for the staff to contact the local police department and/or Children's Protective Services for assistance.
- Fees will be included on the next bill and due to the program.
- Repeated late pick-ups may result in dismissal of your child from the program.

ENROLLMENT INFORMATION

- The Out-of-School Time Programs are open to children in grades K-6 in the Union #38 School District.
- Children may attend one to five days a week, with the exception of the River Valley Day Camp, which requires full week registration.
- OSTP accepts registrations on a rolling basis, beginning in May. Registration packets are available on our website www.frsu38.org/ostp/home or through the Site Coordinator, Elementary School Office, or at Central Office. Registrations are processed in the order in which they are received. Should days reach maximum capacity; a waiting list will be maintained until openings become available.
- A non-refundable registration fee of \$40 (\$45 for two or more siblings) is required for all new applicants before applications can be processed. Prior to enrollment, parents and children are welcome to visit the program to introduce children to the staff, see the program in action, and ask questions. Please note that it may take up to 48 hours for paperwork to be processed.
- All items in the registration packet must be completed, signed and returned before a child may begin attending the program. Please be sure to inform your child's teacher of after-school enrollment.
- Children will only be enrolled if there is no outstanding balance from previous enrollment in Union #38 Preschools, OSTP or RVDC.

Families who have children with special needs should contact the Program Director to set a meeting with appropriate individuals to discuss how the Out-of-School Time Program may best meet the needs of your child, and identify accommodations necessary to provide your child with a safe and supportive environment in advance of your child's start date to allow time for accommodations to be made.

TUITION POLICIES

- Tuition is organized in a monthly fee structure based on the school district calendar and due in ten equal monthly payments. Teacher in-service days and Vacation weeks require an additional fee.
- Tuition fees are not adjusted for absences due to illnesses or any other event that results in non-attendance, with the exception of Natures Classroom, a required 5th grade weeklong program.
- Tuition payments are due on or before the **10th of each month for the following month.**
- Tuition paid after the ten-day grace period is subject to a late fee of \$10, regardless of the amount of the tuition due.
- Checks should be made payable to the town your child's program operates in (i.e. "Town of Conway") and include your child's name.

TUITION POLICIES—cont.

- Due to the process by which payments must be received, recorded, and deposited, it may take several weeks for checks to clear. We encourage payments to be mailed directly to: Union #38 Out-of-School Time Programs, **113 North Main Street, Office C101, S. Deerfield, MA 01373**, although they can be submitted via drop box located at each program. **We do not recommend sending the payment with your child.**
- Payment can also be made through UniPay Gold. You will find the UniPay Gold attachment on the website. This allows you to set up an account and pay with a credit card or E-Checks. Please call Sarah Butler 413-665-1155 x731 or email at sarah.butler@frsu38.org for further information.
- Reminder letters are sent out after two months of non-payment. Dismissal from the program will occur if payment is not received by the date indicated in said letter. Once payment is received, the child can return to the program on the first Monday after the payment is received.
- A limited amount of Financial Assistance and scholarships are available by contacting the billing coordinator. To be eligible for financial aid, you must meet the Federal guidelines for Financial Aid. Additional payment arrangements may be determined with the billing coordinator and program director.
- Parents/Guardians are responsible for all tuition payments and outstanding balances even after withdrawal or dismissal from the program.

SCHEDULE CHANGES

Revisions to your child's OST schedule may be requested through the site coordinator.

- Requests for an increase in your child's enrollment in the program are allowed on a space available basis.
- Decreases in your child's enrollment will be effective on the first day of the following month.
- Withdrawal from the program requires two weeks written notification to the site coordinator, unless prior arrangements have been made. Withdrawals without notice result in parent/guardian responsibility for tuition payment for that month.
- **Drop in.** An additional day of care may be requested by families, with **24 hour written notice.** **Drop-in forms are available on the Website or at each program.** Accommodations are made on a space available basis. Additional fees \$20.00 will be billed without 24 hour notice.

➔ **A note concerning changes to your child's schedule should be sent to the classroom teacher, as well as OSTP.**

TRANSPORTATION

Parent/guardians are responsible for transportation of their child to and from the programs. In the event of a field trip, a bus (OSTP or Deerfield Academy (DA)) will be used to provide transportation from the site to the destination and back. When alternative transportation is used, a signed permission form will be required.

Massachusetts Booster Seat Law

Massachusetts law requires that all infants and children ride in a safety seat until they are at least 5yrs. old and weigh more than 40 pounds. Those older than 5 yrs. of age who weigh more than 40 pounds must use a booster seat until they are 8 years old or taller than 57 inches.

FIELD TRIPS

During the school year, we sometimes go on fieldtrips. Transportation is by the OSTP bus and van or DA bus. A first aid kit and medical emergency forms will be taken on all trips. Field trip information will be posted at each site. Parents will be informed in writing of the times of departure and arrival, the means of transportation, and the destination of all trips.

During the summer, field trips are scheduled for Thursdays usually beginning no earlier than 8:00 a.m. and ending no later than 4:30 p.m. Please keep in mind that occasionally unforeseen circumstances such as heavier than usual traffic impact our schedule. Transportation is provided by DA busses. Again, occasionally our plans must change suddenly for good but unexpected reasons. We will always attempt to keep you informed. It is the parent's responsibility to be aware of departure times for field trips. Children who arrive too late to go on the trip cannot remain in the building, since no staff will be present. Although we would like everyone to attend a field trip, if a child has behavioral issues, attendance may be at the discretion of the staff. Since no staff member remains at OSTP during field trips, this means that the child may not come that day.

VACATIONS, HOLIDAYS, SNOW DAYS

- The OST programs are not open on legal holidays, December break, or when the schools are closed due to inclement weather.
- Tuition credits are awarded if more than one weather related cancellation falls on the same weekday.
- If **school closes early** because of inclement weather, the after-school programs will not be held. Parents will be informed, and students will be transported home on their regular bus.
- If there is a **2-hour delay**, the before-school programs will operate from 9:00 a.m. until the beginning of school.
- If the weather situation is such that the regular school day can be completed but the forecast is for deteriorating conditions, the Director may call for an **early OSTP closing**. Site Coordinators will contact all parents/guardians to request that they pick up their child/children as soon as feasible. In this case, accounts will be credited. Please make sure you have a backup plan for these days.

CHILD ABUSE, REPORTING SUSPECTED

OSTP staff will have in-service training on recognizing and reporting suspected child abuse as part of the orientation period. **We are required by law to report suspected child abuse.** If a staff member suspects child abuse, the program coordinator and Director will be notified, the principal and counselor at the school will be informed, and a report will be made to the Department of Social Services.

HOMEWORK

The OSTP stresses the importance of homework and sets time aside Monday through Thursday for the children to complete their assignments. Staff members are available to supervise the homework area and to assist the children with their work, however, a child who needs individual help with his or her homework must ask. Because of the number of children who require assistance during homework time, the staff members are unable to check each child's homework for accuracy or provide the type of one-on-one homework help that is available from a private tutor

SNACKS

- Light, nutritious breakfast and afternoon snacks are provided to children enrolled in the before/after-school programs. This snack is not a meal.
- Children with special dietary needs or restrictions should make arrangements with the site coordinator. OST follows the district wellness policy.

SNACKS—cont.

- Snacks are planned in accordance with the nutrition guidelines set up by the Department of Education's Child and Adult Care Food Program, which provides some snack reimbursement funding. To avoid asking families to complete the same income eligibility form twice, we receive copies of Free & Reduced lists from the elementary schools. These forms are confidential and used solely for the purpose of participation in CACFP.

PROGRAM STAFF

Most of our staff are education professionals, school employees or college students. All have cleared mandatory background checks and fingerprinting and are certified in CPR, AED, and First Aid. Annually, each staff member is also required to complete hours of training in the childcare field.

STAFF/CHILD RATIOS

All children will be supervised by an OSTP staff member at all times, including during outdoor activities, walking through hallways, in the gymnasium etc. We strive to maintain a 1 staff member to 10 children ratio.

HEALTH AND SAFETY (ILLNESS AND EXCLUSION CRITERIA)

All children enrolled in the OSTP must satisfy the minimum immunization and routine physical examination requirements in accordance with the Massachusetts Public Health requirements.

Documentation of the above must be on file at the child's school. In order to protect the health of the all children and staff in our program, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting. The OSTP abides by the same health rules as the Union #38 School District regarding dismissal from school as the result of an illness. **If your child has been sent home sick during the regular school day, he/she may not return that same day to attend the program. Students with communicable disease such as pink eye, stomach viruses, flu, and other rashes may not attend the program for a minimum of 24-hours, or until the condition is cured.**

- Weather permitting, children go outside every day. We cannot keep one child inside due to illness.
- Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with communicable conditions may not return to care without a note from their physician.
- If your child becomes ill during the program day, he/she will be isolated from the other children while the parents/guardians are contacted to pick him/her up. In case of injury, parents/guardians will be notified immediately.
- Children who attend the OSTP should be well enough to follow the normal routine of the Program.

Children exhibiting the following symptoms may not attend the program:

- Severe pain
- Temperature over 100 degrees
- Diarrhea or blood in urine
- Swollen joints
- Jaundiced skin, yellow eyes or red eyes with discharge
- Visibly enlarged lymph nodes
- 2 or more episodes of vomiting in 24 hours
- Infected/untreated skin patches or rash lasting more than one day
- Evidence of head lice or nits
- Sore Throat
- Unknown Rash
- Any contagious illness

INJURY/EMERGENCY PROCEDURE

In the case of a medical emergency, we will call 911 and contact the child's parents/guardians.

- Updated emergency information on each child is needed in order to keep records current. At least two emergency contacts (name & phone number) must be listed on the emergency card should your child become ill or injured and we are unable to reach you. Please advise the site coordinator of any changes to information on this card (insurance, contact #'s, medication, allergies).
- All staff hold current CPR and First Aid Certifications. Minor injuries, such as a small scrape, cut, or bump, will be treated by staff at the program and an Injury Report will be completed and provided, and notification given to the parent/guardian at pick-up.
- In the event of serious injury or illness, treatment will be provided by staff if possible, and parent/guardian will be notified by phone. If necessary, OST staff may contact the local ambulance service and accompany the child to the hospital specified on your emergency card. An Injury Report will be completed and provided to the parent/guardian.

ADMINISTRATION OF MEDICATION

- If your child has an **allergy or medical condition**, it is essential that the Director and Site Coordinator have all of the details in writing and if applicable, are provided an Epinephrine Pen or Inhaler to be kept at the program. **We have limited access to the nurses' offices.**
- If your child **receives regular and ongoing medication**, please make arrangements for the school nurse to provide treatment before the end of the school day.
- **Requests for medication administration** during the program, including student self-administration of inhaler, must be discussed and approved on an individual, case-by-case basis through a meeting with the Site Coordinator or Director and School Nurse. In the event that a child will be receiving medication during OSTP, someone trained in medication delegation will give it to the child.

Should it be necessary for your child to receive medication at the OST program, the procedure is as follows:

1. The parent/guardian must complete and sign the Medication Administration Consent Form.
2. All prescription medications must be brought to school by a parent/guardian and supplied in the original pharmacy container, with the prescribing physician's name and phone number, and clearly labeled with the child's name and directions for administration.
3. All prescription medications must be accompanied by written instructions/order by the physician.
4. The parent must provide clear and concise written directions for administration of medication to the program coordinator; directions should not be brought in by the child.
5. Parents/guardians are responsible for replacing expired medications.
6. **The After School staff will not administer medication without written authorization.**

We are unable to administer non-prescription medications such as Tylenol, cough medicine, etc., medications not in their original prescription container, or those submitted without a doctor's order.

SAFETY and NON-VIOLENT POLICY

All children are entitled to learn in a non-violent and peaceful school environment. The child's day should be free from bullying, threats, teasing, acts of violence, and exposure to violent games, literature, or objects that are considered violent in nature. Further more, the OSTP takes a pro-active position by modeling respect for each other and the environment; and teaching and integrating peaceful conflict resolution skills in our program. We promote the child's developmentally appropriate social behavior, self-control and respect for the rights of others.

CHILD GUIDANCE and BEHAVIOR MANAGEMENT

Self-management skills and positive social interactions among children and adults are encouraged and modeled to maximize everyone's enjoyment of the program. The OSTP uses positive guidance methods including reminders, logical consequences and redirection. The following guidelines have been established to encourage appropriate behavior.

Students are responsible for:

- Asking a teacher before leaving a location
- Walking quietly in the halls
- Going directly to and from activities
- Showing courtesy and kindness to others
- Treating materials and school property with respect
- Removing hats when inside
- No gum, candy or soda
- Using appropriate and polite language

In our OSTP community, everyone has a right to a safe and positive learning environment. The program's schedule and design minimize situations that may lead to a child having difficulty controlling his/her own behavior. Helping students to practice self-discipline is one of the many goals of the Out-of-School Time Programs. Students and OSTP staff work together at each program to outline rules, expectations, proper behavior, and logical consequences for inappropriate behavior. Staff receive training in conflict resolution and mediation to assist students in solving problems on their own whenever possible.

Self-management skills are taught according to the following guidelines:

- Consistent rules are clearly stated. Children are expected to work and play within know limits.
- Behavior expected of children is age appropriate and according to development level.
- An atmosphere of trust is established in order for children to know that they will not be hurt nor allowed to hurt others.
- Staff members thrive to help children become acquainted with themselves and their feelings. This will help them learn to cope with their feeling and control them responsibly.

A parent/guardian is required to sign a copy of the Child Guidance and Behavior Management Policy for each child at the time of enrollment. When an incident occurs, parents/guardians will be made aware of the child's behavior. If the difficulties continue, an Incident Report will be filled out and staff will work with the child to resolve the behavior problem. Parents/guardians will be notified and a behavior plan will be set up. This is sent home for the parent/guardian to sign and return to the program and is kept in the child's file. The staff, child and parent/guardian will work together to resolve the issue. If a child receives two or more incident reports in a month, the child will be suspended from the program for at least a day. A meeting will be set up with the parent/guardian to develop or discuss further strategies. If a child is suspended for repeated offenses, termination/dismissal procedures may begin.

A parent/guardian's refusal to sign a Child Guidance and Behavior Management Policy or Incident Report does not excuse inappropriate behavior of a child and does not prevent dismissal of the child if behavior warrants dismissal.

Child safety is the most important concern of the program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program. Repeatedly disruptive or dangerous behavior will be discussed with the child's parent/guardian and will result in loss of privileges or activities, suspension or termination from the program.

CHILD GUIDANCE and BEHAVIOR MANAGEMENT—cont.

Disciplinary Procedure:

If a child has specific behavior issues, every effort will be made to implement a behavior management plan consistent with efforts being made at the child's home and school. If a child's behavior indicates that the OSTP is not able to meet his or her needs, the Site Coordinator and Director will contact the child's parents/guardians to arrange a meeting. Within ten days of the meeting, in keeping with the conclusions of the meeting, a behavior plan will be developed that establishes reasonable, attainable objectives for the child. A copy of the plan will be given to the staff and to the child's parents/guardians. This plan will be reviewed periodically to see if the objectives are being met. If the Site Coordinator and Director feels the program cannot accommodate the needs of the child, or if the objectives established for the child are not met, the OSTP reserves the right to terminate the child's participation in the program.

Any child who does not accept the rules and expectations of the program, or exhibits behavior that threatens his or her wellbeing, or the wellbeing of others, is subject to dismissal. Any inappropriate behavior by a parent, including verbal abuse of a child or staff member, or confrontations with staff members in the presence of a child, is grounds for termination of the family's participation in the OSTP. Parents/guardians are responsible for any damage imposed by their child to the OST materials or equipment, program area or Union #38 property.

Suspension and Dismissal:

If a child is consistently exhibiting dangerous, uncontrollable, or violent behavior, suspension and/or dismissal from the program may be necessary. At the discretion of the Site Coordinator, and Director of Out-of-School Time Programs, (and may include the school principal), the child may be suspended or permanently dismissed from the OSTP. A meeting will be set up with the parents to discuss possible disciplinary actions or immediate dismissal if necessary. Parent/guardians will be responsible for tuition for days a student is suspended and through the end of the month in the case of dismissal.

Behaviors that warrant suspension or dismissal (includes but not limited to):

- Consistent disruptive behavior
- Fighting
- Bullying behavior
- Threatening to harm or using threatening language.
- Profanity or Swearing
- Harming another child or staff
- The use of drugs and/or alcohol
- Possessing weapons on school grounds or in the buildings (guns, knives, or any objects used as a weapon)
- Setting off a fire alarm

*The Out-of-School Time Program strictly forbids the use of corporal punishment, cruel or severe punishment, humiliation, sarcasm, or verbal abuse as forms of punishment or discipline. No student shall be denied food or shelter as a form of punishment. No child shall be punished for soiling, wetting or not using the toilet. Corporal punishment, including spanking, is prohibited by staff.

BULLYING POLICY

The OSTP adheres to the Bullying Policy and Procedures for Frontier Regional and Union 38 Schools as follows:

- A. Bullying is hereby prohibited by the Frontier Regional and Union #38 School Districts:
- on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned leased or used by the Frontier Regional and Union #38 School Districts, or through the use of technology or an electronic device owned, leased or used by the Frontier Regional and Union #38 School Districts; and,
 - at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned leased or used by the Frontier Regional and Union #38 School Districts, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process, the orderly operation of the school or the working environment.
- B. False accusations of bullying or retaliation shall be subject to disciplinary action.
- C. For more information, please refer to your school handbook and/or website.

PARENT/GUARDIAN CONFERENCES

- You may direct suggestions, concerns, compliments and complaints to the Site Coordinator or Director.
- The Site Coordinators and Director are available for individual conferences with families and/or teachers at the families or school's request. Please contact the Site Coordinator or Director to schedule a meeting at a mutually convenient time.
- OSTP staff are sensitive to the needs of separated and divorced parents and work to keep them informed about their child when a separation, divorce, or custody agreement allows us to do so. All information remains confidential. The program's focus is on meeting the needs of children whose families are in transition.
- Referrals to other agencies are available through each school's guidance counselor or the program director.

FAMILY PARTICIPATION: VISITS & VOLUNTEERING

The OSTP staff seek to create and maintain strong relationships and open lines of communication with families. Parents are welcome to visit our program. We encourage family participation through many avenues such as:

- Visiting the site and sharing comments and suggestions throughout the school year.
- Taking time at dismissal to share in your child's OSTP experiences
- Letting staff know how they may better meet your needs.
- Completing the end-of-year survey to help us evaluate changing needs of families, our success in meeting family needs, and plan for the following year.
- Sharing a talent, skill, or hobby with the program through a single activity, or running or assisting with an 8-10 week enrichment program.
- Offering enrichment program suggestions and instructor contacts.
- Helping organize and execute fundraising events.
- Donating items such as books, games, supplies, etc.
- Attending the Family Picnic celebration at the end of the year.

If you would like to donate your time and expertise, please contact your site coordinator or the Director and a meeting will be arranged to determine how best to make use of your generosity!

DRUGS AND ALCOHOL

Staff cannot release a child to a person who is under the influence of drugs or alcohol. If a staff person is concerned that the individual who has arrived to pick up a child is not fully capable of insuring that child's safety, the OST program will discreetly:

- Encourage the individual to allow us to contact an alternative ride for the child.
- If the pick-up person declines this offer and chooses to drive the child, we have been instructed to alert the local Police Department for assistance.

STATEMENT OF NON-DISCRIMINATION

The Union #38 Out-of-School Time Program does not discriminate in providing services to children and their families on the basis of race, religion, gender, sexual orientation, national origin, cultural heritage, political beliefs, disability, or marital status.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, director, office of civil rights, 1400 Independence Ave. SW, Washington DC 20250-9410 or call (800) 795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

“This project has been funded at least in part with federal funds from the U.S. Department of Agriculture”

SIGNATURE PAGE

Please read the Parent Handbook and all the Policies and detach, sign and return this signature page with all other enrollment material.

*Please keep a copy of this handbook in a convenient place for your reference.

By signing below, I am indicating that I have read the Parent Handbook thoroughly and agree to abide by each of the policies. I have filled out the registration form with accuracy and will immediately update OSTP as to changes. I am verifying that my application is complete.

Name (Print): _____

Signature: _____ Date: _____

Parent of: _____