

# 21<sup>st</sup> Century Grant Program

**Ravenna School District  
Community Action Council, Portage County**



\*Northeast Ohio Medical University (NEOMED)

\*Kent State University \*PCCAN \*PARTA

## Parent Handbook

# 21<sup>st</sup> Century Grant Program

Welcome to the 21<sup>st</sup> Century Grant Program. This handbook contains information regarding the after school program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about the 21st Century After-School Program.

## **Philosophy and Goals**

The 21<sup>st</sup> Century Program was established to provide quality, loving care for students. The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to allow us to be a part of the growth and development of your children.

## **License/Documentation**

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take your time to read this information.

## **Admissions**

A student is considered to be enrolled in the center only after the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health forms being updated and returned immediately so that the current information is always on file. This is for the safety of your student

The program is available to students with special needs. After school programming staff will consult with special education staff to make needed program modification for the student.

## **Hours and Days of Operation**

The program will be in operation Monday through Thursday 2:15 through 6:00 depending on the release time of your child's school site. The program will be closed to observe the following holidays: Spring Recess, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day, and New Year's Day as well as all other days designated by the school system as non-student days. Please see the calendar on the Ravenna School District web site for specific dates.

## **Staff / Child Ratios and Maximum Group Size**

The 21<sup>st</sup> Century After School Program will not exceed the following state required ratios:

**1:15      school ages (eligible for school)**

Because we desire to provide a higher level of quality care we will maintain the required minimum staff /child ratio at all times.

The maximum group sizes are as follows:

Grades 6-8: 3: 45              Grades 9-12 3:45

The afterschool program will serve grades 6 through 8 at Brown Middle School and grades 9 through 12 at Ravenna High School.

## **Daily Schedules**

The student's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

### **Ravenna High School Schedule**

2:15-2:35pm	School Dismissal, Snack and Restroom
2:35-5:15pm	Academic and Enrichment Activities
5:20pm	Departure

### **Brown Middle School Schedule**

2:55- 3:25pm	School Dismissal, Snack and Restroom
3:25-5:55pm	Academic and Enrichment Activities
6:00pm	Departure

## **Staffing**

The After-School Program is staffed with members related to the teaching profession at each site. The Lead Teacher is a certified teacher, responsible for curriculum planning and implementation. The tutors are educators from the Ravenna School District; retired teachers or college students from the educational field or qualified hired personnel . All staff report to the Coordinator, 21<sup>st</sup> Century Learning Center. Staff is trained in

program policies and procedures. In addition, staff receives training in ongoing and data based professional development including topics that address diverse needs of students and families.

## **Curriculum**

Our curriculum addresses a multitude of facets: personal discipline, social development and emotional well-being, and health and safety skills. We also address individual needs, personal interests and developmental levels. Personal choice and self-initiated learning experiences shall be encouraged and supported in curriculum planning.

Programming has been developed that strengthens the connection between academics and college preparedness/technical/ or post-secondary job preparedness/enrichment. This happens through careful planning and designing lessons that address that linkage taking into consideration individual needs, personal interests and developmental levels. Personal choice and self-initiated learning experiences are encouraged and supported in all curriculum planning. Our desire is for schools to provide programming that is creative and makes that connection through the development of learning centers and hands on real world activities. Offering opportunities for tutoring and academic support in reading and math skills via research based *I Ready* and *ALEKS* computer software; enrichment activities centering around (STEM) science, technology, engineering and math as well as other post-secondary education, training, college access and youth development activities. Our staff takes in to consideration your child's strengths and abilities and adapts curriculum and activities to the needs of the individual child regardless of their disability or learning style.

## **Tuition / Fees:**

**There is no charge for the program.**

## **Withdrawals**

Parents wishing to withdraw their student may do so at any time. A one week notice, in writing, is appreciated.

## **Inclement Weather**

On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise it will be posted on Channel 3 and reported on WKYC as per Ravenna School District policy. The Ravenna School District uses the ALERTNOW phone system to alert parents of any closures.

## **Transportation**

**Ravenna School District buses will transport students to their neighborhood drop-off location. If a parent so desires, they may pick up their child at the school at the designated time.**

*If a parent realizes that circumstances are beyond their control and they are going to be delayed pick-up, a phone call is required. This is important.*

## **Arrival / Departure**

Students will report to the assigned program area at the end of the school day. The building coordinator will take attendance and provide students with snack. Students will be directed to the first session. At the end of this classroom time, program staff/teachers will assist students in transitioning to the next activity. At the end of the program day the after-school staff will facilitate dismissal.

The After-School staff will be responsible for assuring that students depart promptly and safely via school bus or parent pick-up.

Should a parent pick up their child at the end of the programming day, parents are to make contact with their child's supervising staff member to ensure that the staff is aware that the student has been picked up. No child is permitted to be passed over a playground fence for pick up or drop off.

Transportation from the center at the end of the programming day will be provided for students. Transportation will be provided to designated neighborhood sites via Ravenna School District Bus Transportation. The schedule of drop off sites will be provided to parents. Permission to transport forms must be completed and signed prior to students being transported.

## **Supervision of School age Children**

School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met: children are within hearing distance of a staff member / teacher, the staff check on the children regularly until they return to the classroom and the restroom is for the exclusive use of the center. One group of no more than six school children, sixth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

## **Confidentiality**

All volunteers and staff members have signed confidentiality agreements signifying their commitment to keeping each child's record and those of each family member confidential; this includes comments of conversations regarding children of their families. To determine the possible impact of our program we do keep academic and behavioral records of participants. At no time will any personal information specific to an individual be shared with other students or other organizations other than Portage

County Community Action Council; Ravenna School District and representatives of the Ohio Department of Education for purposes of program evaluation.

### **School Cancellations**

The program will be closed when school has a cancellation. Please check local television news stations; Ravenna School District usually has a call off notification to school age households using the ALERTNOW system.

### **Release of Students**

Staff will release students only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check IDs on anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority! Staff will not release students to anyone, including parents, who appear to be under the influence of drugs and alcohol. Emergency contacts will be called to transport the student's home. Police will be notified if necessary.

### **Custody Agreement**

If there is custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

### **Child Abuse Reporting**

All staff members are mandated reporters of child abuse. If staff has suspicions that a student is being abused or neglected, they must make a report to the local children's service agency. The safety of the student is always our first concern.

### **Fieldtrips / Transporting of Children**

**Emergency Situations:** The center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

**Fieldtrips:** We will be taking periodic field trips, which will also be done with a trained staff member in a van / bus. Completed and signed parent permission forms are required for each field trip. Field Trip permission forms will be sent home with students. Before departing the school, a count will be taken

of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the school. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any student participates in field trips, the school will obtain written permission from the parent or guardian.

Students who do not have permission to attend a field trip will be provided with an alternate activity on site.

### **Guidance Policy/Discipline**

Policies noted in the Ravenna School District Student Code of Conduct shall be adhered to with the following Learning Center policy being included:

The 21<sup>st</sup> Century After school program staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn the respect the teacher, staff members and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirecting (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are giving a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However the safety of children is always our primary concern. The administration would be in communication with the parents prior to this occurring. If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine each child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats; derogatory remarks about himself/herself or his/her family, or other verbal abuse.

6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, and toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a school – age child care staff member in a safe, lighted, and well ventilated space.

## **Meals and Snacks**

The school provides an afternoon snack. Each of the snacks will contain at least two nutritional foods. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

## **Accidents / Emergencies**

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the after school program. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire, weather conditions, or the loss of power, heat, or water to the emergency destination, we will evacuate to a designated site. A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. If a parent cannot be reached, we will contact the emergency contact as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident / injury staff will administer basic first aid and TLC. If the injury / illness would be more serious, first aid would be administered and the parent would be contacted immediately to assist in deciding an appropriate course of action. If any injury / illness are life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

Each after school program site will have an emergency first aid kit that will be kept on site and taken on field trips. First Aid supplies will be reviewed and replaced annually.



An incident / injury report will be completed and given to the person picking up the child on the day of the incident / injury if any of the following occur. If the child has a serious illness, accident, or an injury which requires first aid from a medical professional, the child has to be transported by emergency squad to prevent jeopardizing the safety of the child. If a child requires emergency transportation, the report shall be available within the 24 hours when there is a general emergency, serious incident, injury or illness. The report will be provided to licensing staff within 3 days of the incident.

When an incident/injury report is completed the original copy is intended for the parent or guardian and a copy will be logged in a notebook that will be located at the building site.

### **Management of Illness**

The 21<sup>st</sup> Century After-School Program provides students with a clean and healthy environment. However, we realize that student become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illness at the beginning before their immune system became more active. We observe all students as they enter the program to quickly assess their general health. We ask you not to bring a sick child to the center. They will be sent home! Please also plan ahead and have a backup care plan in place if you are not able to take time off from work/school.

A student with any of the following symptoms will immediately be isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F – In combination with any other signs of illness
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe Coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or gray or white stools
- Stiff neck with an elevated temperature

- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficult swallowing

Any student demonstrating signs of illness not listed above will be isolated and carefully observed. The parent will be notified. If a student does not feel well to participate in center activities the parent will be called to pick up the student. Anytime a student is isolated they will be kept within sight and hearing of a staff member. The cot and any linen will be washed and disinfected before being used again.

Parents will be notified by a sign on the door if students have been exposed to a communicable illness. Students will be readmitted to the program after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the student is not contagious.

### **Medications**

The after school program does not administer medication to children with the exception of a medically required inhaler or epi-pen.

Parents must sign a release form stating that they are permitting their child to have access at all times to an inhaler or Epi-pen. The student must keep the inhaler or Epi-pen on his or her person at all times or remain in the possession of the site coordinator/teaching team in a secure location. It may not be stored in a cubby or book bag. Anytime the student is unable to maintain control of the inhaler must be handed directly to the staff member responsible for the student.

### **Food Supplements or Modified Diets**

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with administrator for more details regarding this.

### **Parent Participation**

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for student activities during hours of operation. Parents may wish to attend field trips, class parties, and special luncheons or simply stop in to join the daily fun. Teachers are available to discuss a student's progress or needs at anytime. However, due to staff responsibility and schedules, parents are asked to make appointments with staff when it is

necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

Each Ravenna School District building has a planning team. The planning team identifies the needs of the specific building based on data for that school and formulates steps to be taken to meet those needs. After school programs are a specific way in which these needs are met. In after school programs, buildings tailor the programming to meet goals and parent suggestions for programming for their children. The parent registration packet includes an asset checklist and solicits parent input for programming. The after school program staff and building principal utilize these checklists as further insurance that parents are able to provide specific input regarding their child in the planning process

If parents have any concerns or questions at anytime it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's Teacher
2. Building Coordinator, Lead Teacher or Principal
3. After School Program Coordinator
4. Program Manager

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems before they grow into bigger problems. Staff fully realizes that you trust us with your child and we want our relationship to be a good one.

### **Parent Workshops**

Parents will be provided with both formal and informal opportunities to be involved with their child's participation in the after school program. Parents will be invited to attend workshops and training sessions related to helping their child improve academically and/or to help with post-secondary preparedness. Parents are welcome to attend the After-School Program and must inform staff of their intent to attend and sign in /sign out.

## CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility operates under limited exemptions to ODJFS licensing in accordance with RC 5104.02. RC5104.02(B) includes nine categories of programs exempt for ODJFS licensing. A youth development program operated outside of school hours by a community-based center is exempt if: (1) the children enrolled in the program are under nineteen years of age and enrolled in or eligible to be enrolled in grades K-12; (2) the program provides for informal child care and at least two of the supervised activities: educational, recreational, culturally enriching, social and personal development activities; and (1) the program is eligible in the child and adult care food program as outside school-hours care centers per RC3318.813.

A telephone number is listed (Ohio Department of Education, School Age Child Care Program Licensing: Marlene Fields (614) 644-2604 ) and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator or staff of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not to be included.

The licensing information and complaint investigation reports, for the current licensing periods, are maintained at the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Education. The department's website is: [www.education.ohio.gov](http://www.education.ohio.gov)

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C 12101 et seq.

***This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.***

## Parent Statement Verification

Parents after reading the handbook please sign and return this page to the administrator. This is due before the child attends the center. Please feel free to ask the administrator questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the parent handbook for the 21<sup>st</sup> Century after school Program. I have had the policies reviewed with me. I agree to follow all policies outlined within

Signature of Parent / Guardian \_\_\_\_\_, Date \_\_\_\_\_

Signature of Parent / Guardian \_\_\_\_\_, Date \_\_\_\_\_