

**CITY OF LAS CRUCES RECREATION DEPARTMENT
AFTERSCHOOL PROGRAM**

2014-2015

Parent Handbook

Goal:

The City of Las Cruces Recreation Section's After School Program is a structured after school program that has its bases from a successful program titled Beyond the Bell {Learning Point and Associates} the program is administered by several trained Site Lead monitors and Assistant monitors. The time frames for this program begin at **2:30PM** or when the regular teacher releases the students, and ends promptly at 5:30PM. It is strongly suggested that you meet with your child's teacher and ask them to walk your child to the cafeteria for the first week and introduce the child to our staff. On occasion teachers will retain your student for after school tutoring, in which case the teacher or parent should inform the After School Site Monitors in order to avoid any confusion.

The **curriculum** is designed to provide youths with the opportunity to:

- Stay in a safe environment with positive adult role models during the after school hours.
- Socialize with their peers in a healthy manner.
- Receive tutoring and assistance to complete class curriculum.
- Engage in learning activities that may not be available during school hours.
- Learn sportsmanship and fair play while participating in various recreational activities.
- Learn healthy lifestyle habits through prevention activities.
- Understand the correlation between good nutrition and a healthy life.
- Develop healthy attitudes and recognize unsafe practices through outreach programs.
- Understand the needed education and background for various occupations through career visitations.
- Appreciate and participate in fine arts with a hands on program.
- Understand the correlation between good citizenship and becoming productive citizens of Las Cruces.

ASP Staff:

The after school staff are typically college age individuals that are majoring in education, counseling, or social welfare; however our program is fortunate to have several older staff that have either retired from the educational field or are returning to school for continued education. Each staff member has completed a City of Las

Cruces orientation in addition to a program specific orientation. All staff have passed a mandatory drug screening, background check, have their certification in first aid and CPR. The staff is constantly going through additional training through the city and their chosen college courses. Staff is evaluated by their site Lead Monitor and the program manager twice yearly.

Enrollment

All youth in the community are invited to join the after school program. Enrollment is limited by two factors, the first being instructor to student ratio, and secondly facility occupancy limits. Participants are enrolled in the program by the lottery system. (a waiting list will be initiated when possible). There will be an instructor to student ratio of no higher than 1-20 to ensure a safe and productive environment.

Behavior Policies

In order to maintain a safe and fun environment, after school program staff will work closely with you and your child to ensure proper behavior. Participants in the after school program are expected to follow the rules in your school's student handbook and other site-specific rules that are established by the program coordinator and will be made available. Any participant that has been suspended from their respective school **may not** attend the City of Las Cruces After School Program. If a participant does not attend school on any given day for any illness or medical condition they may not attend the After School Program either. A medical release may be required in some cases to insure that the participant is fit to return to the program.

Policy Statement: Participants will be expected to maintain proper behavior appropriate and consistent with in the environment where the program is being performed. Running, climbing on tables or other school furniture while indoors is unacceptable. Loud or boisterous behavior in doors is also deemed unacceptable, and is discouraged. Proper voice levels are expected at all times, so that in the event that the Supervisor feels the need to halt an activity all participants will be able to hear the Supervisors directions. Physical contact i.e.; play fighting, choking, grabbing clothing or pushing are seen as acts of aggression and will be dealt with immediately to ensure that no injury occurs to any participants or staff member. The participants, their families, as well as our staff are encouraged to act in a safe, caring and respectful manner at all times.

Staff Procedures: In the event that a participant's behavior is deemed unacceptable or unsafe **staff members** are instructed to:

- First secure the safety of all participants and staff
- Inform the participant who's behavior is in question of the situation
- Halt the behavior, explain what corrective action must occur
- Redirect the participant

- Monitor activity

In the event that the participant chooses to continue with the unacceptable behavior in spite of the verbal request and redirection from the **staff member**, the following protocol will be initiated:

- 1st infraction – 5 Minutes of reflective time out.
- 2nd infraction – 10 Minutes of reflective time out, disciplinary documentation.
- Final Infraction- 30 Minutes of reflective time out, disciplinary documentation, and parent will be contacted by phone to inform parent of the situation.

In the unlikely event that the disruptive behavior continues to be an issue over multiple days the reporting **staff member** will:

- First secure the safety of all participants and staff
- Inform the participant who's behavior is in question of the situation
- Inform the site Lead Monitor

The site **Lead Monitor** at that time will:

- Place the participant in time out and monitor.
- Contact the participants parent or guardians

The **parent** or **guardian** of the participant will:

- Remove the participant from the site.
- Be contacted by phone at the close of that day by the **Site Lead Monitor** and/or the **Program Manager** to review events leading up to the suspension and to set up a meeting date.

The participant **will not** be allowed back into the program until the following occurs:

- Parent and participant meet with the Site Lead Monitor and /or the Program Manager at a later date (within 24 hours)
- There is a amicable resolution and follow up plan in place
- All parties agree to and sign a **Behavioral Plan** (see form pg 9)

Any participant engaging in any form of misdemeanor or felonious acts i.e.; graffiti, possession of a weapon, arson, possession of drugs or drug paraphernalia will be reported to the police.

Student Dress

Student dress and personal appearance shall meet reasonable standards of cleanliness and safety and must meet the school district dress policy. Personal appearance and dress that violate reasonable standards, demean, slur or harass others through symbols, words or images, and/or disrupts the educational process shall not be tolerated and may be subject to corrective action. ***Gang affiliation or attire*** in any form or fashion will not be tolerated and is grounds for immediate and permanent suspension from the program.

Violent, Gang and/or Gang-like Activities

The Board of Education and the City of Las Cruces recognizes that the presence of any violent, gang, and/or gang-like activities can cause a substantial disruption to our community at large, and is a deterrent to the educational process and/or activities. The Board of Education and City of Las Cruces also recognizes that there must be a focus on providing gang and potential violence intervention. This process requires the participation of parents, the community and school district. Through this collective effort a proactive approach can be designed, and offer assistance to students and families that are dealing with the problems related to violence be it gang or domestic in nature.

Notice of Prohibition against Bullying and Anti-Bullying Interventions

Bullying behavior by any participant in the program is strictly prohibited, and such conduct may result in disciplinary actions, including suspension and possible legal action. "Bullying" means any repeated and pervasive written, verbal or electronic expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more individuals in the program or affiliated with the administration of the program. Bullying includes but is not limited to, hazing, harassment, intimidation or menacing acts of a student which may, but need not be based on the student's race, color, sex, ethnicity, national origin, religion, disability, age or sexual orientation that a reasonable person under the circumstances should know will have the effect of:

- placing a participant in a reasonable fear of physical harm or damage to the student's property.
- Actually physically harming a participant or damaging a participant's property.
- Insulting or demeaning any or group of participants in such a way as to disrupt or interfere with the programs stated goals or the education of any student.

Participants and/or parents may file verbal or written complaints concerning suspected bullying behavior to school personnel and administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified,

prompt disciplinary actions may be taken against the perpetrator, up to and including suspension and/or legal action.

The City of Las Cruces believes that providing an environment for all participants, volunteers and families free from harassment (disability, racial, religious or sexual), intimidation or bullying. Therefore, harassment, intimidation, bullying and hazing are forms of dangerous and disrespectful behavior that will not be tolerated. Participating in any of these activities will result in discipline and/or legal ramifications.

Predator Awareness/Grooming

Grooming is the process in which a predator (peers or adults) gains trust and affection from their victim(s) for the purpose of malice. Students should be aware of the following signs and individuals who:

- Take exceptional interest in a student's personal life
- Go out of their way to offer sympathy and support to students who are experiencing conflict at home, school or work
- Try to build a personal relationship with a student who lacks confidence, is shy, isolated (feels different) from their peers and/or time alone or unsupervised
- Offer gifts, their time, attention, or illegal substances in order to gain a student's trust and build a relationship.
- Share personal information to remain silent about their conversations and/or relationship (keep secrets)
- Threaten a student to remain silent about their conversations and/or relationship (keep secrets)
- physically invades a student's personal space (this may include a progression of physical contact which may eventually become more personal and intimate – the predator's ultimate goal)

Persons aware of individuals experiencing any of the above situations or have suspicions of inappropriate behaviors should immediately contact any of the following resources:

- Local law enforcement at 526-0795
- Children Youth and Families Department (CYF) at 1-800-797-3260 or

524-6400

- School personnel or a trusted adult
- Family members

Pick Up Policy

Parents are required to pick up their children **before** the designated closing time. For your child's safety, it is required that you enter the school building and sign your child out. We **will not release** your child to anyone who is not on your authorized list. We expect parents/caregivers of children to have a responsible and consistent plan for picking up their children **before** closing time.

The person picking up the child must sign out the child on the after school program staff's sign out sheet? Only the person (s) listed on the form will be allowed to pick up children from the program (parents will fill out the designated form on the first day of the program). For your child's safety any person that is not known to the after school program staff, must have a picture identification so that the staff can verify their identity. **If the Lead Monitor is unsure about the person, we have the right to deny access to the child.**

If you wish for your child to walk home, it must be indicated on the initial enrollment form. Once your child signs out and leaves the school, your child is no longer the responsibility of the after school program personnel.

Always be on time to pick up your child from the after school program. If you are going to be late due to an emergency, you must notify the program supervisor. If your child has not been picked up 15 minutes after the program ends, our staff will try to contact you and/or anyone listed on the enrollment form. If no one can be reached, local authorities will be contacted. Habitual lateness in picking up your child/children will require a meeting with the Program Coordinator.

The City of Las Cruces and the After School Program staff take seriously their responsibility to provide safe access to the program. It is important that parents or guardians fulfill their responsibility for the individual child's safety and well-being.

The following policy has been established to provide for the protection of the City of Las Cruces After School Program's participants:

Unattended Children

Policy Statement: Children may not be left unattended at the end of the after school program. Children attending the program will be supervised by After School Program personnel only during the time of the program and parents are responsible for picking up their children on time.

Staff Procedures

If a child is left unattended, the following steps will be taken:

- The staff member will make every attempt to locate or call the parent/guardian.
- If a parent/guardian can not be located within **thirty minutes**, or if the facility is closing, the staff member will notify the **Las Cruces police**. This is for your child's protection.
- Under no circumstances will a staff member give a child a ride home, remain in the building alone with the unattended child, or transport a child to another location (please reference Transportation of Clients Policy).

Late Pick-Up

The City of Las Cruces After School Program is in operation from 2:30 pm to 5:30 pm, Monday through Friday. Late fees will be charged for any pick-up after 5:45 pm.

Late fees will be assessed in the following manner:

After 15 minutes the fee of \$5.00 will be assessed for each fifteen minutes that our staff has to remain on site. The fee must be paid within that week, or the Monday of the following week. Fees will be paid at Meersheidt Recreation Center and the staff will provide the payee with a receipt to be returned to the ASP site Lead Supervisor.

Cause for participants removal from After School Program:

- Three late pick-ups
- Three incident reports for disruptive/unsafe behavior.
- Uncooperative parents
- Misdemeanor or felonious act by participant or family member

Health Information

Illness Policy: If an after school program participant becomes ill, a parent or authorized person will be called to pick up a child. Our staff is trained in CPR and Basic First Aid, the staff is instructed to provide reasonable care but should defer any indeterminate medical situations to 911. The parent will always be notified of an injury regardless to the severity.

Emergency/Health Information: Parents are asked to provide emergency information on the after school program enrollment form. Information needed includes home and work phone numbers, names and phone numbers of your family physicians, information regarding medication needs, and your child's medical history.

It is important that the after school program has this information and that it is current at all times. Please notify your program supervisor if any changes in health needs or contact information occur.

Medication

After school programs cannot access medications provided for daytime usage. Additional medication must be provided solely for the after school program. Only an authorized school nurse or agent trained by the school nurse will give participants medication. Please check with your program supervisor to see if this is available at your site. All medications must be kept in clearly labeled original containers. Information regarding dose and time of administration must be provided. It is the responsibility of the parent to inform the program supervisor of this information.

If your child requires medication during after school program hours, a "Permission for Medications" form must be completed. Even if your child receives medication during the school day, a separate form must be completed for the after school program.

General Information about Your After School Program

The after school program is designed to provide your child with enrichment activities in five core areas: education, arts, leadership, health and life skills, and recreation. In doing so, many outside agencies will provide experiences for the participants. The City of Las Cruces After School Program tries to ensure that all programs have the five quality elements.

Daily Schedule

Hours

After school program hours in the elementary school level are Monday thru Friday from 2:30 pm to 5:30 pm. Middle school hours are Monday thru Friday 4:05pm to 6:00pm. The program is not offered on days when school is not in session and when the district has ½ days of school.

Snack: Participants receive one healthy and nutritious snack daily. **Parents** please help us teach your child healthy eating habits; and **do not send** unhealthy snacks with them i.e. hot fries, Takis, sugary cakes, chips and candies etc.

Homework/Tutoring Assistance: Staff members work with participants to help them complete assignments and strengthen academic skills. Participants are responsible for bringing homework to the after school program. The participant with the aid of a staff member will ensure that all homework assignments are complete and accurate.

If so desired the parent may contact the participant's teacher and have a homework folder sent with the participant after each school day.

Recreation: Participants have the opportunity to participate in organized physical activities, to learn motor skills, and good sportsmanship.

Enrichment: Participants in these after school programs will be exposed to a variety of enrichment activities such as dancing, art, cultural/ethnic activities, safety awareness, citizenship, engineering and science projects and many more stimulating activities!

Attendance

While attendance in the after school program is not required, please notify the program Lead Monitor if your child will be absent. This is important so that all children who are scheduled to attend are accounted for. There may be times that the location of the program may change due to previously planned event by the school; in this case all attempts will be made to notify the parents in advance. Please make note of any announcements on our small white boards at the sign in desk and any notes sent home with your child.

Field Trips The after school program may be offering field trips and other special activities for participants. Some of these activities may require additional money and/or transportation under special circumstances. Information regarding upcoming field trips will be available at least one week prior to the trip. Announcements will also be posted on the after school program bulletin boards.

Fees

Fees are established by the City of Las Cruces, and are in place to ensure the program sustainability, and integrity.

Participant Code of Conduct

Respect for Self and Others

Participants expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Participants are expected not to harass others verbally and physically. Participants are expected to come to school free from the influence of tobacco products, alcohol or drugs. Participants are expected not to use or possess such substances in addition, participants are expected to exhibit appropriate behaviors that do not offend or distract others.

Respect for Authority

Participants have the duty to comply with all school policies and to obey all laws. Participants are expected to respond in a respectful manner to all adults while under the jurisdiction of the program staff.

Respect for Property

Students are expected to treat all property belonging to the program, school and to others with care.

Safety

Students are expected to contribute to a safe environment free from fear. Acts of violence, weapons and contraband are never acceptable.

Custodial Rights of Parents

Each parent or court-appointed guardian shall be assumed to have all legal rights pertaining to parenthood or guardianship unless otherwise court ordered. The requesting parent must provide the City of Las Cruces After School Program Manager with a court order delineating the custodial rights of the parties involved.

In the event that a non-custodial parent attempts to pick up a child, the staff has been instructed to inform that parent of their rights or lack thereof. Staff will not intervene or detain the child; but will notify the Las Cruces Police department and the custodial parent as soon as possible to insure the safety of the child.

Staff is directed to not place themselves in harm's way due to a custodial dispute.

RELEASE: The undersigned RELEASES the City of Las Cruces, its employees in their individual and official capacities, its auxiliaries, officers, and agents (Released Parties) and agrees NOT TO SUE the Released Parties for any claims, injuries or damages, arising from their children's participation in the after school program, including but not limited to their children's use of equipment or facilities, from the activities themselves, from the acts of others, from decisions regarding medical care and decisions regarding the late pick up of children. The undersigned understands that this release includes those claims, injuries or damages, based on death, bodily injury, and property damage whether or not caused by negligent acts, omissions or other fault of the Released Parties.

INDEMNIFY, DEFEND AND HOLD HARMLESS: The undersigned agrees to INDEMNIFY AND DEFEND the Released Parties against, and hold them harmless from any or all claims, causes of action, damage judgments, costs or expenses, including attorney fees which in any way arise from their children's participation in the after school program, including but limited to use of equipment or facilities, from the activities themselves, from the acts of others, from decisions regarding emergency medical care and from decisions relating to the late pick up of children, including those based on death, bodily injury and property damage.

Return to _____ After School Program Staff

I, the parent/guardian of _____ (print student name) have received or has been offered the City of Las Cruces Recreation Section After School Program Handbook.

Parent/Guardian (Print Name)	Parent/Guardian Signature	Date
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