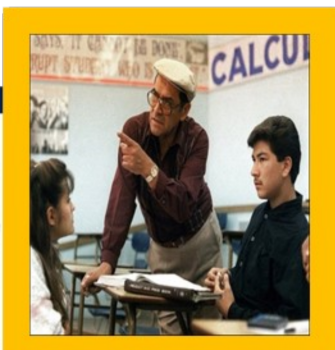


Center for  
**YOUTH**   
& Community Development

# After School Program



## Caregiver/Student Handbook

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## **What is the CFYCD After School Program?**

The CFYCD After School Program is a safe, educational and fun place to go after school. While in program, students will get homework help and tutoring from the CFYCD program coordinator, staff and teachers. Students will also get to participate in fun and educational activities.

## **What will we be doing Each Day?**

As soon as you are dismissed from school, you will come directly to the CFYCD After School Program classroom or gathering place. After everyone arrives, we will have a small, healthy snack and a transition time, followed immediately by homework. Homework and academic support time last for one hour. During this time, you must work on your homework for the day, work ahead on school work, or if permitted, read quietly. After homework time is over, we will have a fun, educational activity for the next hour. Each student is expected to come to program with a positive attitude and prepared to participate in homework time and activities.

## **What Kinds of Activities will we do?**

Homework Help  
SPARK Physical Fitness  
STEAM Education  
Educational Games  
Guest Speakers  
Positive Action

# Responsibility

## **Students' Responsibilities**

- Report to program every day that you are scheduled to attend
- Bring a caregiver-signed note if you are not attending on a regularly scheduled day. Parents will be called if student does not attend program on scheduled days.
- Come to program every day with a positive attitude, open mind, and ready to work & learn.
- Be open to trying new things & meeting new people.
- Bring your assignment book with you every day and write down all of your assignments.
- Bring your homework, books and supplies with you every day. If your homework is done, bring it with you anyway, so we can check it. If you have no homework, bring something to work ahead on, study or read.

Show respect for EVERYONE. This includes: other students, the CFYCD program coordinator and staff, teachers and guests.

## Code of Conduct

As we commit to create a positive and safe environment where all students feel secure and ready to learn and grow, it is important to consider that it is a privilege to attend the CFYCD After School Program. Students are expected to exhibit the same behavior at program as during the school day and obey the basic school rules. If we encounter behavioral problems, we will work with the school and families on a case-by-case basis to ensure the success of your student and come up with a behavior plan, if necessary. However, we do have zero tolerance to violence.

### Zero Tolerance to Violence Policy

Fighting will not be tolerated. Students who engage in fighting, instigating a fight, or engage in any act of violence will not be permitted back to the program, and might be charged with violating the criminal laws of Pennsylvania.





## **Caregivers' Responsibilities**

- Complete all required information in the enrollment packet.
- All enrollment information, notes, etc. can be given to the secretary in the school office.
- Acknowledge receipt and understanding of parent/student handbook.
- Review with your child and accept the terms of his/her participation in the program.
- Review and agree to enrollment, attendance and dismissal policies and procedures.
- Participate in Open Houses, Advisory Focus Group Meetings, and various parenting classes.
- Share your preferred method of communication with program staff and read/respond to all communication sent to you.
- Complete all parent surveys and participate in the evaluation of the program.
- Be interested and involved in your child's school work and participation in the program.
- Work with staff for any special needs or accommodations needed for your student.

# CFYCD After School Policies and Procedures

## ENROLLMENT/ATTENDANCE

1. Caregivers complete enrollment packet and indicate the days of the week the students will attend the program. Students attending all 5 days will be given preference in the event of a waiting list, with the possibility of loss of enrollment in preference of students who can attend all 5 days. Special exceptions may apply.
2. Students will be expected to attend the program on all the days indicated at the enrollment time. If a student is not absent from school, and no note has been provided, they will be expected to attend program.
3. If there is a special circumstance that changes scheduled attendance, caregivers **MUST** write a note for the program coordinator stating the reason for the change. ***NOTE: Students will be asked to stay in the program if there is not a caregiver signed note to state otherwise.***
4. Caregivers must provide and update emergency contact information regularly.

## **DISMISSAL/TRANSPORTATION**

Please see the enclosed insert regarding the times and location to pick up your student.

**Early Dismissals:** If your child needs to be dismissed earlier than the end of the program, please follow the next two steps:

1. Send a note with your child to the afterschool coordinator
2. Call the program coordinator at the number provided.

***\*IMPORTANT: The school's doors are always locked - early pickups can be an issue if not handled through this approach.***

**Student Pick Up:** Your child will only be dismissed to those authorized on the emergency and pick up forms. Please inform program coordinator of any changes.



**PHOTO ID POLICY**: Adults will be asked to provide photo ID to be allowed to pick up your student until the program’s staff feels comfortable and familiar with parents and other adults authorized to pick up students.

**CAREGIVERS’ OPEN DOOR POLICY** Caregivers are always encouraged and invited to be part of the program as volunteers, guests, or observers. Please contact our program coordinator to schedule your visits.

**ACCOMMODATION POLICY**

Every effort will be made to accommodate each child’s educational, physical, social and emotional needs. Any information that you can provide (school behavior plans, IEPs, etc.) will be helpful in creating a plan for your child while in the afterschool program. Additionally, we collect (where appropriate) state assessment data (Keystone/PSSA/PASA) as well as report cards on every enrolled student.

# Emergency Plan—

## Information for Caregivers

CFYCD is concerned about the safety and welfare of all children attending our program. Our emergency plan provides responses to all types of emergencies and includes the use of one of the following actions:

- **Sheltering in place:** sudden occurrences, weather or hazardous materials related.
- **Evacuation:** total evacuation of the facility may become necessary if there is a danger in the building or the area, in this case children will be taken to a relocation facility. The relocation site will be posted on the door at the time of the emergency and will be based on the scope of the incident.
- **Staging area:** we will designate a parent staging area where you will go directly to find more information about the incident.
- **Modified operations:** this may include cancellation/postponement or rescheduling of activities. Please listen for announcements relating to the emergency. During the emergency, don't call the program coordinator, instead contact the program director for more information.
- **Emergency Contact Information:** please ensure that this form is always updated and that in case of emergency only authorized persons attempt to pick up your child. Please, do not attempt to make changes at the last minute.

If you have questions about emergency procedures, please contact the program manager, Heather Charlesworth at: 717-339-6201.

# CFYCD After School PROGRAM

## CLASSROOM Rules



1. Be in the CFYCD After School Program area when the bell rings
2. Respect everyone at all times
3. Follow directions given by adults
4. Follow all school-day rules
5. Bring your assignment book, and all homework every day
6. Work quietly during homework time
7. Raise your hand to speak
8. Ask politely if you need help
9. Always ask permission to leave the room, and sign out
10. Cell phones must be turned off and put away at program

## Program Schedule

A typical day in the CFYCD Afterschool Program will include: time for a healthy snack; 20 minutes of homework/tutoring time; an hour of academic skill development; and, an hour of interactive ac-tivities focusing on STEM (science, technology, engineering, or math). Art, physical activities, and opportunities to build career development, com-munity awareness, and social development skills.

All students will receive the supports needed to ensure academic success and personal growth through a full compliment of program staff and guest speakers.

**The CFYCD After School Program operates Monday – Friday for 2 1/2 hours after the dismissal time, and according to the School District's Calendar.**

**The program will not run on days that school is canceled or dismisses early.**

**A summer learning program is available for six (6) weeks during the summer months.**

**Please see the insert for specific times and contact information for your program.**

# Notes



Serving Adams County since 2001, Collaborating for Youth (CFY) is a drug free community coalition working to improve outcomes for youth and their families by developing the positive potential of youth within safe, supportive families and communities.

In 2007, Collaborating For Youth (CFY) developed a 501c3 – The Center For Youth & Community Development (CFYCD, which is governed by an Executive Board made up of at least 2/3rds of Collaborating For Youth members. This structure creates an avenue for managing the day to day fiscal and personnel affairs, while allowing CFY to focus on what it does best: bringing together schools, service providers, business leaders, community members, county and local governments, clergy, parents, and youth to focus on preventing substance abuse and other adolescent problem behaviors such as delinquency, violence (including bullying), school drop-out (including truancy), teen pregnancy and depression.

CFY coalition members work to improve access to services by youth and their families through eliminating barriers and changing the 24/7 environment in which youth live, learn and play – inspiring positive life choices.

If you would like more information about The Center For Youth and Community Development, Collaborating For Youth, the CFYCD Afterschool Program, or how you can get involved, please contact us at (717) 338-0300 or [office@cfygettysburg.com](mailto:office@cfygettysburg.com).



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