

21st Century Kids of Northern F.R.A.N.K.L.I.N. Program Handbook



***"Preparing children for today's world-
one interaction at a time."***



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Dear Family Member:

Welcome to 21st Century Kids of Northern F.R.A.N.K.L.I.N. We are looking forward to a great year with you and your child. We hope that you will become fully involved in your child's education and 21st Century programming. Your child's safety, growth and development is our priority. Our staff is also committed to building strong, supportive relationships with families. We want and need you to be involved to make our program successful.

We hope that the following information will help you become familiar with our program and answer any questions you might have. However, if you have any questions or concerns at any time, please feel free to call or email us. Our staff contact information is included on the last page of this handbook.

We ask you to read and discuss this handbook with your child. It is very important that you and your child understand the policies of the 21st Century program.

Thank you for your involvement and support,

The 21st Century Kids of Northern F.R.A.N.K.L.I.N. Staff.

MISSION STATEMENT

The Franklin County Children's Task Force (FCCTF) is a private, not-for-profit corporation committed to strengthening families and preventing child abuse and neglect through mobilizing resources and advocating for and providing services that promote healthy children and families.

GOAL OF THE PROGRAM

The goal of the 21st Century Program is to provide the students and parents of the MSAD #58 and the surrounding community with organized, educational, and recreationally oriented, after-school, and summer programs for students.

ADMISSION OF STUDENTS

Students will be admitted using the following considerations and procedures:

Afterschool Program

1. Student must reside within MSAD #58 district attendance area and attend Strong, Kingfield, or Phillips Elementary and/or have teacher and principal recommendation that meet grant requirements for K-8th grade.
2. Students needing additional academic supports, as determined by report card grades, classroom performance, and teacher referral will receive priority consideration. All other available program admission slots are on a "first come-first served" basis and dependent upon need.
3. All required registration and admission paperwork is received by the program site. Any change to this information must be communicated to the Site Coordinator immediately so that current information is always on file. This is for the safety of your child.
4. Space availability.
5. Consideration of sibling participation.
6. Student's ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations.

Summer Program

1. Student must reside within MSAD #58 district attendance area and attend Strong, Kingfield, or Phillips Elementary and/or have teacher and principal recommendation that meet grant requirements for K-8th grade.
2. Students needing additional academic supports, as determined by report card grades, classroom performance, and teacher referral will receive priority consideration. All other available program admission slots are on a "first come-first served" basis.
3. All required registration and admission paperwork is received by the program site. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.
4. Space availability.
5. Consideration of sibling participation.

6. Student's ability to cooperate and work in small group settings, display appropriate behavior, and adhere to staff expectations.

ENROLLMENT FORMS

A complete set of enrollment forms must be on file before your child may stay for the 21st Century Kids of Northern F.R.A.N.K.L.I.N program. **No child will be allowed to stay for any reason unless all forms are completed, signed and dated.** It is the parents'/caregivers' responsibility to notify the Site Coordinator and 21st Century staff of any changes. These changes would include change of address, change of contact numbers, change in those persons authorized for pick-up, and changes in family arrangements.

ORIENTATION

Upon completion of required paperwork, our Parent Engagement Specialist is available to sit down with the parent to review paperwork, go through the Program Handbook, provide an overview of the program, and give a tour of the facility if desired.

HOURS AND DAYS OF OPERATION

After-school program hours are 2:30 p.m. to 5:30 p.m. four days per week, Monday- Thursday from September 24th through June 6th. The program does not operate on school vacation days, on days of early release, or days of school cancellation for inclement weather.

Arrival 2:30-2:45

Snack 2:45-3:00

Activity Rotations from 3:00-5:00

Parent Pick Up/ End of Day Activities 5-5:30

The 5-week summer enrichment program hours are 11:30 a.m. - 4:30 p.m. Monday- Thursday. Fridays are field trip days. Additional camp weeks may be offered at an additional charge.

ATTENDANCE POLICY

In order for students to benefit from the 21st Century Kids of Northern F.R.A.N.K.L.I.N, regular and consistent attendance is requested. Attendance is monitored by program staff. Please discuss specific student schedules with the site coordinator. The program sites are only able to serve a limited number of students. Students who attend regularly experience academic and behavioral benefits.

DISMISSAL/RELEASE OF STUDENTS

1. Pick up may ONLY be made by authorized parties. Permission must be in writing and signed by the legal parent or guardian on the Registration Form that is completed on the first day of program attendance, or previously. A parent or legal guardian may also call the site coordinator in the event of a change.
2. At pick up time, the parent, guardian, or authorized person MUST come into the school building to personally pick up the student, or the student will be accompanied to the vehicle by a program staff member. Student will be checked in and must be signed out.
3. If an emergency should arise and you should need to take your child from school before the end of the school day, we would appreciate if you would notify office staff that your child attends the after-school or summer program.
4. In the event of illness, or other absences, please notify the 21st Century program staff if at all possible.
5. **Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol without a call to local law enforcement. Emergency contacts will be called to transport the child home if needed.**

The after-school program ends exactly at 5:30 p.m. Please be on time picking up your child. Parents should arrange for an authorized back-up person to pick up their child in the event of lateness. Chronically late pick-ups create hardships on the program staff and could result in our inability to continue serving your child. This will allow sufficient time for full participation in the program.

PARENT/GUARDIAN PARTICIPATION

You are one of the most important people in your child's life. With your ongoing and supportive involvement your child will have a more successful experience. **Parent Involvement is a requirement of the 21st Century Kids of Northern FRANKLIN program.** Please remember:

- You are always welcome to visit the site and share in experiences with your child
- Parents are asked to join children for activities and educational programs
- Parents are encouraged to join the 21st Century Kids Parent Advisory Committee, Circle of Parents Support Group, and attend parent Trainings and Workshops
- Parents are encouraged to bring any issues to the Site Coordinator, Parent Engagement Specialist or Program Coordinator anytime.

HOMEWORK

- Students will be assisted with homework on non-club days.
- Homework may or may not be completed when the student leaves the site.
- Parents should check their child's homework daily for completion.

OUTDOOR PLAY

Children are healthier when they play outside. Outdoor play will be included in our program on a daily basis.

- Outside time will be limited when the temperatures are very warm or very cold. Staff will consult the *Weather Guidelines for Children* posted at each site.
- We will adjust outdoor time due to rain, threatening weather, ozone warning, etc.
- On days that outdoor play is limited, we will include a time for indoor gross motor activities.

Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes hats, mittens, snow pants and boots in the winter time.

PLAYGROUND SAFETY RULES

The school playground will be used for recreational and physical activities and games. The same behavior rules and regulations students have during regular school hours will be followed during the time the child is in the 21st Century Kids of Northern F.R.A.N.K.L.I.N..

FIELD TRIPS/TRANSPORTATION OF CHILDREN

Parents will receive written notification and will be required to sign authorization forms prior to any field trips requiring transportation or to walking destinations. **Phone calls and handwritten notes are not acceptable.**

Trained staff members will be assigned a group of children to supervise. Before departing the center, each staff member will take a count of all the children in their group on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, the staff member will take another count to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the center. During the course of field trip, each staff member will have specific children that they are responsible for supervising.

SNACKS

A nutritional snack will be provided each day. Please include any food allergies on your child's enrollment form keeping in mind we will need doctor verification on file.

GUIDANCE POLICY

The goal of the child guidance and management policy at each site is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the child through everyday activities and interactions with others. Rules and limits are set for three main reasons: to prevent possible harm to self or others; to prevent infringement on the rights of others; and to prevent damage to property. To provide a safe and secure environment for everyone, the following rules have been developed which will be in effect at all times. Students will be expected to:

- Follow rules of school district handbook.
- Follow the directions of staff the first time they are given.
- Show respect and speak kindly to others. (no swearing, put-downs, name-calling, threats, etc.)
- Keep hands and feet to yourself. (no hitting, kicking, pinching, etc.)
- Ask permission to leave an area.
- Use equipment and materials properly, carefully, and with respect.
- Clean up after themselves.

These guidelines are also required of all staff members at the program site. Children will be taught to be responsible for their own actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Staff will utilize the PBIS approach in dealing with students as well as the 123 Magic approach. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents. Whenever possible, natural and logical consequences will be provided for inappropriate behavior. Parents will be informed of their child's behavior and may be called upon to participate in a partnership to resolve special situations. If at any time, the staff determines that a child is unable to benefit from the program or poses a danger to other children, staff, themselves, or the program, a parent conference will be scheduled. If the behavior continues, the child may be dismissed from the program.

SUPERVISION

- All students served in the 21st Century Kids of Northern F.R.A.N.K.L.I.N. program will be supervised at all times by appropriate staff.
- Staff members will meet and greet students in designated areas to begin the daily schedule.
- Students may run errands inside the building or use the restroom alone or with other children.
- Staff will check on students at least every 5 minutes.
- Staff member must be able to see or hear students at all times.

ILLNESS/ SICK POLICY

A child with any of the following symptoms may not attend 21st Century Programming

- Temperature of 100 F or above
- Diarrhea
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness on the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey/white stools
- Stiff neck with an elevated temperature

- Vomiting
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in site activities, the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

MEDICATION POLICY:

The center will administer medications to a child only with written parental request.

Medications will be stored away from children at all times.

Medications may NOT be stored in a child's book bag.

If a child requires the immediate use of an inhaler for a medical condition, parents will work with the Site Coordinator to develop a safe plan for the child.

Prescription medications must be in their original container and will only be given as stated on the label.

Over-the-counter medications will only be given with written instruction from the child's medical provider.

With the child's health and safety in mind, all medications will be received by, counted, and documented by the site coordinator only.

If you have any questions about medication and our procedure, please contact the Site Coordinator or the Program Coordinator of the 21st Century programs.

ACCIDENTS/EMERGENCIES

The school has devised several procedures to follow in the event that an emergency would occur while a child is in the care of 21st Century Kids of Northern F.R.A.N.K.L.I.N staff. In the event of a fire or tornado, staff will follow the written instructions posted in the school. The instructions describe 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 school does conduct periodic fire drills and tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the school, children will be evacuated to designated emergency locations. A sign will be posted in the front door of the school indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come to pick up your child. If a parent cannot be reached, we will call 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.

In the case of a minor accident/injury, staff will administer basic first aid. An incident report would also be provided to the parents. If the injury/illness is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any

injury/illness is life threatening, EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available site health records. Staff will not transport children in staff owned vehicles. Only parents or EMS will transport. An incident/injury report will be completed and given to the person picking up the child on the day of the incident/injury. All District policies and procedures regarding injury shall be followed, with appropriate reporting.

CUSTODY AGREEMENTS

If there are custody issues involving your child, you must provide the site with court papers at the time of registration indicating who has permission to pick up the child. The site is not legally allowed to deny a parent access to their child without proper documentation. If custody changes, the parent is required to notify the Site Coordinator and provide a copy of the changes.

MANDATED REPORTING

All staff members are mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to Child Protective Services. The safety of the students is always our first concern.

SAFETY CONCERNS

Parents or guardians are asked to help keep our 21st Century sites safe! When you spot any activity that could hurt students or our site, please talk with the Site Coordinator immediately or for non-emergency safety concerns, call the Franklin County Children's Task Force office M-F 8:00 a.m.-4:30 p.m.

You do not have to identify yourself when you call to report the incident or situation.

DANGEROUS WEAPONS: Students shall not carry, conceal, possess, display, or use deadly weapons or look-alike weapons at school or 21st Century. Offenders will be subject to disciplinary action and dismissal. Under no circumstances are concealed weapons permitted at any site.

ZERO TOLERANCE: The MSAD #58 School District has a Zero-Tolerance policy for incidents involving threats, weapons, harassment, and drugs, etc. Students will be disciplined according to the MSAD #58 School District Serious Misconduct Code, which could include suspension and expulsion from school and dismissal from the 21st Century Kids of Northern F.R.A.N.K.L.I.N program.

SMOKING AND TOBACCO USE

All school buildings and school grounds within the MSAD #58 School District are designated as smoke-free environments. All employees, students, parents, and visitors are required by Maine law to refrain from smoking and/or using tobacco products anywhere on district and school property.

SEXUAL HARASSMENT

Sexual harassment is a form of misconduct that would undermine the integrity of our program. Sexual harassment refers to behavior which is not welcome and which is personally offensive. Sexual Harassment interferes with the working or learning effectiveness of its victims and their peers. Individuals who experience sexual harassment should make it clear that such behavior is offensive to them and should promptly notify the Site Coordinator or the Program Coordinator.

TELEPHONES

The telephones at the site are available to students for emergencies only. Parents can contact Site Coordinators and messages will be given to students. Staff members will return calls to parents at their earliest opportunity. All personal cell phones are to be put away during program hours.

PERSONAL PROPERTY

Personal property, such as balls, toys, games, etc., should be left at home. We will not assume responsibility for such items. Children should not wear expensive watches or jewelry items.

All personal electronic devices are prohibited.

INTERNET USE

Students will have access to the Internet at the 21st Century Kids of Northern F.R.A.N.K.L.I.N. sites. Each student of the MSAD #58 School District reads and signs an Acceptable Use Policy statement regarding Internet use. Inappropriate usage of the Internet will result in loss of privileges.

CONFIDENTIAL INFORMATION

All information about children and their families including all records will be handled as confidential information. Access to child and family records will be restricted to appropriate administrative and instructional personnel. A parent/guardian may request to view their child's records at any time. All staff and volunteers will keep all student information confidential.

Contact Information for 21st Century Kids of Northern Franklin:

Renee Whitley, Executive Director

Phone: 778-6960

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Doug Saunders, Manager of Educational Initiatives

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Milissa Cousins, Program Coordinator

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