

PARENT HANDBOOK

4-H AFTERSCHOOL PROGRAM

Program Description:

4-H Friday Friends (4-H Afterschool) offers enrichment activities in healthy living and physical fitness, science and technology and cultural and visual arts and homework help. Through these hands-on activities children build communication, healthy choices, and self-responsibility skills. The children complete a community service project during the year. They also visit with guest speakers on a variety of topics. We do not provide educational services; however, we provide children with a rich, stimulating environment much different from their regular school day. Best of all, the program is a great place for children to have fun and be with friends. The afterschool program serves grades K-5th.

The program is dependent upon our community partners Boundary County School District and Boundary County Library.

Registration:

The registration packet includes a registration form, a program contract, and parent handbook. The parent/guardian is responsible for keeping contact and emergency information updated.

Program Days & Hours:

Friday at Boundary County Middle School from 7:30 a.m. - 5:30 p.m.	
<u>Dates: First Semester</u>	<u>Dates: Second Semester</u>
<ul style="list-style-type: none">• September 8, 15, 22, 29• October 6, 13, 20, 27• November 3, 10, 17• December 1, 8, 15, 22• January 12, 19, 26	<ul style="list-style-type: none">• February 2, 9, 16, 23• March 1, 8, 15, 22• April 5, 12, 19, 26• May 3, 10, 17, 24, 31• June 7

Enrollment:

The focus of the program is to build life skills in children. To reach this goal it is important your child regularly attends the program. First priority will be given to children attending all days of operation. Program enrollment is open until all slots are filled.

Routines:

Our afterschool program practices a daily routine to give the children a sense of security and help them follow all the rules. The afterschool program has 2 snacks and physical activity time along with group and individual activities. We encourage all children to participate, while considering unique individual needs.

Check-in/Check-out:

Check-in and check-out are part of our after-school routine. For the child's safety, the parent/guardian must enter the afterschool program and sign the child in/out. Please allow 5 minutes for sign-out in case your child is in the middle of an activity and needs to complete it or help with clean-up. This is also a time for you to visit with staff about your child. The parent/guardian must contact the staff if an authorized contact will be picking up your child. Once notification is received, then the authorized contacts will be allowed to check your child out.

Late Pick Ups:

Children have had a long day by the end of the afterschool program. They are ready to get home and settle. It is stressful for them to not have a parent/guardian show up at closing. To support your child please arrive by closing time. The program closes at 5:30. Your child must be picked up before or at closing time. At 10 minutes past closing staff will contact authorized emergency contacts on the registration form. If none can be reached within 30 minutes past closing, the staff will contact the police.

4-H Friday Friends runs from 7:30 AM to 5:30 PM. Parents whose children remain after 5:30 PM must pay an overtime fee at the following rates: \$5 for the first 15 minutes and \$10 for each 15 minutes thereafter. Any overtime fee must be paid before the student is permitted to return to the 4-H Friday Friends program.

Fees:

Program payment is due every Friday unless alternative arrangements have been made. Reduced enrollment fees are available on an individual basis. Please contact the Program Coordinator for information.

Confidentiality:

All participant information is kept confidential. Only the 4-H Friday Friends Coordinator and 4-H Extension Educator will access your child's file. Please let staff know what information should be shared with ALL staff to keep your child healthy during the program, such as food allergies.

Insurance:

While the program will do everything possible to keep your child safe, accidents do happen. The program carries minimal accident insurance on each enrolled child for accidents that occur during program time.

Medication and Illness:

Because our programs operate in space provided by community partners, we are not equipped to dispense any medication, prescription and non-prescription. For the safety of ALL children at the site, please do not send any medication with your child.

Due to limited space at the site, we are not able to accommodate children who are ill or show signs of being ill (fever, vomiting, lethargic). Staff will contact the parent/guardian for immediate pick up should a child appear ill.

Accidents:

Should your child have an accident during program hours basic first aid care will be given. An accident form will be filled out. The staff will review the form with you. The parent/guardian will sign the form indicating a clear understanding of the accident. All accident forms will be returned to the University of Idaho Extension Educator. Should emergency medical treatment be needed, the staff will make every attempt to contact the parent/guardian.

Transportation:

4-H Friday Friends staff members will not transport children unless given permission by the University of Idaho 4-H Extension Educator and the parent/guardian.

Field Trips:

Field trips are only allowed when approved by the University of Idaho 4-H Extension Educator. The trips must be significant to the enrichment activities going on in the after-school program. The 4-H Friday Friends Program Coordinator and/or the University of Idaho Extension Educator will coordinate transportation for the field trips.

Discipline:

The Afterschool Program has basic rules for children and staff to follow:

- 1) Respect others
- 2) Respect afterschool space, materials and equipment
- 3) Be polite and helpful
- 4) No offensive language
- 5) Hands, feet and objects to yourself

1st Offense: Verbal warning by afterschool program staff

2nd offense: Child is sent home

3rd offense: Child is suspended from the afterschool program for one week

4th offense: Child is expelled from the afterschool program

Storm Preparedness:

In case of severe weather, the afterschool program may be cancelled. The 4-H Friday Friends Program Coordinator will contact you as soon as possible in the case of weather cancellation.

Emergency Evacuation:

In case of an emergency the one assigned staff member will take the sign in book and contact information for the children. The children will line up at the nearest exit and follow the staff member in charge to a safe place outside the building. Roll will be taken and all children and staff members accounted for. Staff and children may reenter the premises when they are cleared to do so by school administration or emergency personnel. Parents/guardians will be notified when possible.

Intruders:

Intruders will be asked to leave by the 4-H Friday Friends Program Coordinator. If the individual refuses to leave and the staff is concerned for the children and staff safety the police will be contacted. The children will be gathered together in a separate location from the intruder if possible until the risk is removed.

Inebriated Parents Picking Up Children:

The supervising staff will ask the parent/guardian if there is someone that can be contacted to pick up the child and the parent. If not, the police will be contacted to deal with the situation.

Suspected Child Abuse or Neglect:

4-H Friday Friends staff will provide a nurturing and caring program for your child. To ensure a quality program, should staff have any concerns about abuse or neglect we will work with the school administration to determine the best route of reporting our concerns.

Contact Information:

During the week, parents can call the Boundary County Extension Office to contact the 4-H Friday Friends Program Coordinator or the 4-H Extension Educator at (208) 267-3235. During the program operation on Fridays, staff can be reached at (208) 304-6709.