

4-H After School Program

Edwards-Knox Central School

**4-H After School Programs are made possible through grant
funding awarded by the Nita M. Lowey 21st Century
Community Learning Centers program.**

Parent Handbook

Enrollment Agreement

Cornell Cooperative Extension of St. Lawrence County

2043B State Highway 68

Canton, NY 13617

stlawrence.cce.cornell.edu

4-H After School Programs
Cornell Cooperative Extension of St. Lawrence County

Please read this document in full, it is a resource as well as an Enrollment Agreement for our programs. You will find all of the information pertinent to the 4-H After School programs at all of the participating schools.

1. Contact Information	Pg. 3
2. 4-H's Guiding Statements.....	Pg. 3
3. COVID-19 Pandemic Procedure	Pg. 4
4. Contact Information	Pg. 4
5. Arrival and Departure Procedures.....	Pg. 4
6. Ratios.....	Pg. 5
7. Student Absence Procedures.....	Pg. 5
8. School Closures.....	Pg. 5
9. Programs.....	Pg. 6
10. Admissions Procedures.....	Pg. 6
11. Schedule.....	Pg. 7
12. Behavior Management Policy.....	Pg. 7
13. Child Abuse and Mistreatment.....	Pg. 8
14. Electronics Policy.....	Pg. 8
15. Accident/Incident Reports.....	Pg. 8
16. Safety Drills.....	Pg. 8
17. Health Care Policy.....	Pg. 8
18. Staff Policies.....	Pg. 9
19. Parent Communication & Involvement.....	Pg. 9-10

4-H After School Programs
Cornell Cooperative Extension of St. Lawrence County

1. Contact Information

Cornell Cooperative Extension of St. Lawrence County

2043B State Highway 68
Canton NY, 13617

Phone: 315-379-9192

Fax: 315-379-0926

Website: www.stlawrence.cce.cornell.edu

Email address: stlawrence@cornell.edu

Office Hours: Monday—Friday, 8 a.m. to 4:30 p.m.

After School Program Hours: Monday—Friday; hours will vary based on location

Ages and Grades served: 5-14; Kindergarten to 8th Grade

Main Office Staff (call 315-379-9192)

Patrick Ames

Executive Director

Badra Rouhi

Finance/Personnel Manager

Erin Farrell

Administrative Assistant

Tamara Hill

4-H Youth and Family Team Leader

21st Century Community Learning Centers Staff

Jacquelyn Card

After School Program Leader

2. 4-H's Guiding Statements

4-H Way

4-H empowers young people with the skills to lead for a lifetime.
It's a research-based experience that includes a mentor, a hands-on project,
and a meaningful leadership opportunity.

Cornell Cooperative Extension of St. Lawrence County Commitment To Our Customers

We value our relationship with you.
We seek to understand and meet your needs.
We communicate clearly and thoughtfully.
We provide quality programs and services.

Inclusiveness Statement

Cornell Cooperative Extension of St. Lawrence County realizes the dignity and worth of each individual
and works to eliminate human barriers based on all assumptions which prejudice individuals.

4-H After School Programs

Cornell Cooperative Extension of St. Lawrence County

Civil Rights Law

Cornell Cooperative Extension of St. Lawrence County does not discriminate in the registering of children due to race, religion, color, creed, economic status, national origin, physical and mental handicap, or gender as per A.S. 18.80.230 and AMC 5.20.50 and Cornell Cooperative Extension of St. Lawrence County policies.

Cornell Cooperative Extension of St. Lawrence County is an equal opportunity employer and provider.

3. COVID-19 Pandemic Procedures

All 4-H After School Programs will adhere to the current COVID procedures that are in place at Edwards-Knox Central School as well as any requirements from St. Lawrence County Public Health.

4. Contact Information

Parents are responsible for completing a Health Profile and Authorizations prior to their child's first day at a 4-H After School program. Parents are also required to keep updated contact information, addresses, phone numbers (cell, work, and/or home) as well as a list of persons authorized to pick up children. **It is crucial that this information be kept up to date in case of emergency.**

5. Arrival, Departure, and Transportation

The 4-H After School Program provides before and after school enrichment programming at Edwards-Knox Central School. Students can arrive at school at 7:30am for before care and should report directly to the Cafeteria. All students will be signed out and dismissed to their classes at 8:00am. For After School programming, students report to the Cafeteria at the 2:55 bell for attendance, daily health check, and homework time. Please notify the Program Director when your child will be attending other after school functions or will not be attending the program. Staff ratios will be maintained at all times during arrival until group activity time begins.

Parents that arrive at the school to pick up their child are to call or text the Program Phone (_____) to alert staff of their presence. Students that are departing via parent/guardian pick up will be guided to the cafeteria via staff escort and/or sight-to-sight transition. Parents/guardians will sign their child out. Those picking up their children will be asked to provide identification as needed. No child will be left alone with a staff member during dismissals, even if a parent/guardian is present.

4-H After School Programs do not provide transportation. It is the responsibility of the parent to arrange transportation or to sign a waiver permitting staff to sign out children to walk home or to use the school bus as transportation. A current transportation or walking consent agreement must be kept on file. Attendance will be taken to ensure that all children are accounted for prior to dismissal. Students will be signed out of the program at 5:30pm and will then be the responsibility of the school bus transportation staff.

4-H After School Programs
Cornell Cooperative Extension of St. Lawrence County

6. Ratio

A ratio of 1:10 (staff to child) will be maintained for all youth 9 and younger. A Ratio of 1:15 (Staff to Child) will be maintained for all youth 10 and older. If any group has at least one child that is 9 or younger that group will maintain the 1:10 ratio.

7. Absence

If a child is absent from school due to sickness, they may not attend their 4-H After School program. If a child is absent for a scheduled appointment, they maybe brought back to their host school for 4-H After School program.

Parents are required to text the program cell phone or email the Program Leader if their child is not going to be attending their 4-H After School program after attending school. This is critically important. The staff at each school need to be notified that a child is not attending in order to maintain continuity of care and supervision. If a child does not attend program and the parent does not notify the staff in advance, the 4-H After School is not responsible for the well-being of the child. If this happens more that 3 times in a semester, the child may be removed from the program.

8. School Closures:

All 4-H After School Programs will adhere to their host school's schedule for closures, delays, and early dismissals. If there is a delayed opening due to inclement weather, there will be no before care at that location. If school is closed or is closing early due to inclement weather, there will be no 4-H After School for the day. Early dismissals are at the discretion of the school administration and the 4-H After School staff will communicate to parents as quickly as possible in the instance that children are being sent home early. The decision to close early is made by the school district. Please have a backup plan for an emergency dismissal.

School Breaks:

During planned school breaks, a 15-hour, week-long enrichment program will be offered. Location, enrichment activities, and partner organization participation will be determined by the needs of the host schools.

Emergency Situations:

4-H After School Programs reserve the right to close due to unforeseen circumstances involving but not limited to: utility failures, fire, natural or man-made disasters, unsafe indoor temperatures and/or any other dangerous environmental conditions. Staff may call parents at any time to pick up their child if their ability to maintain the child's safety is in question.

If an emergency warrants the evacuation of the program, the following sites have been set up to accommodate the children and staff:

Edwards-Knox Bus Garage & Edwards Town Barn

Parents will be called to pick up their child as soon as the children are settled at the relocation site. In the event that a program must shelter in place, sufficient food, water, and activities will be provided for

4-H After School Programs

Cornell Cooperative Extension of St. Lawrence County

the children. Parents will be kept informed of the situation via text messages, email, and (when permitted) social media.

9. Programs

All programs require all participants and staff to adhere to the dress code policies of their host school. During the winter months, youth should have full winter gear to play outdoors, extra socks in case their feet get wet outside, and a pair of shoes they can change into when indoors. During the summer months, youth should have available labeled sunblock and bug repellent available to them.

Before School Care

Before School Care will focus on physical activity and mindfulness, utilizing curriculum like 4-H Keeping Fit & Healthy, BOKS Kids program, 4-H Mindful Me, and Mindful Mechanics. Homework help, literacy, and creative arts projects will also be available for students.

After School Care

The Edwards-Knox 4-H After School Program is designed to complement the daily activities of the school aged child. Children will be provided with homework assistance and will engage in a variety of age-appropriate experiential learning experiences. These activities are designed to keep them active and engaged in the learning process beyond the regular school day. Activity topics will include nutrition and healthy living, physical fitness, STEM, agriculture, wilderness education, teamwork, citizenship, babysitting, financial literacy, creative arts, conflict resolution, mental health, mindfulness, diversity inclusion and violence, drug, and pregnancy prevention. Topics will be varied depending on student age and be led by Program Educators as well as Partner Organizations.

Visitors

The 4-H After School Programs will have visitors from our community partner organizations. A visitor is defined as a person who is not a day care child, staff person, caregiver, volunteer, household member, employee, parent of a child in care, or person authorized to pick up or drop off a child to the day care program. Visitors do not count towards our mandatory ratios and will at no time be left alone with a child or a group of children. Visitors will be monitored at all times by approved Program Educators and Staff. Visitors will sign in to the program, stating their reason for visiting, arrival time, and departure time. Visitors from Partner Organizations and any other approved programs, such as college interns, will provide additional enrichment, educational activities, and assist with scheduled program activities such as outdoor play or snack time. Visitors are not responsible for the care of any children or for the operation of the program.

10. Admission Procedures:

Admission into Edwards-Knox 4-H After School Program is an ongoing process and we accept applications throughout the school year. Care is provided on a first come first serve basis. Waiting lists are routinely updated, checked, and revised to assist parents in placement of their child.

Enrollment for the upcoming school year will be open to currently enrolled families first before being offered to new families. This will happen in the spring prior to the new school year.

4-H After School Programs

Cornell Cooperative Extension of St. Lawrence County

Edwards-Knox 4-H After School Programs require a completed Health Profile and Authorizations for each student prior to their first day at the program.

11. Schedule:

A Program Schedule will be provided to parents prior to the program beginning. The program will be closed on all scheduled and unscheduled school closures.

Edwards-Knox Before School Care will be from 7:30am-8:00am.

Edwards-Knox After School Care 2:55pm-5:30pm.

During Program Hours, staff can be reached by calling the Program phone at _____. Outside of Program Hours, please contact the Program Leader or 4-H After School Administrator at 315-379-9192.

12. Behavior Management Policy:

Edwards-Knox 4-H After School Program seeks to provide an environment where individuals respect one another, cooperate, and work together. The goal of our behavior management policy is to help each child develop self-discipline. We define self-discipline as the ability to act in ways that are mutually respectful and beneficial to oneself and to others. The behavior management policy therefore reflects an approach that focuses on preventing behavior problems by supporting children in learning appropriate self-discipline, social skills, and emotional responses. Staff will seek children's input regarding ways to create a safe community while recognizing individual needs. A quality program can take place only in an orderly, mutually respectful, caring environment. Discipline is a process whereby children take increasing responsibility for their actions. It is the child's responsibility to follow the established rules. All staff members, children and parents share responsibility in a cooperative process. Staff will help children to understand the rules and the reasons for the rules, as well as to reinforce positive behaviors and redirect inappropriate behaviors. Please feel comfortable discussing any concerns you might have with the site staff

To respond effectively when children display challenging behavior, staff will strive to understand typical social and emotional development and behaviors. Measures that prevent behavior problems often include developmentally appropriate environments, supervision, routines, and transitions. All discipline procedures will be applied consistently and appropriately to the ages of the children as well as to their developmental level and abilities. Examples of unacceptable behavior include, but are not limited to, physical aggression, the use of foul language, disrespect to staff or other children, consistently ignoring program rules and expectations, and leaving the program area without permission.

The 4-H After School Staff will implement our progressive discipline policy when behavior expectations are not met. Parents are informed at each level of disciplinary action through a text, phone call, or note at the end of the program day. The steps that will be utilized are: verbal warnings given with an explanation to the child of why their behavior was unacceptable; loss of privileges; verbal communications between parents and staff; face-to-face meeting with child, staff, and parent/guardian. Continued disruptive behavior will result in suspension and/or dismissal from the program.

4-H After School Programs
Cornell Cooperative Extension of St. Lawrence County

When a child's behavior is harmful to themselves or others (including staff or youth), the child may immediately be separated from the group. The child will be supervised and supported by a staff member at all times. If a child is constantly exhibiting a disruptive behavior the parent/ guardian will be notified. 4-H After School Edwards-Knox After School Program reserves the right to discontinue any services to any child or family if the disruptive behavior continues.

13. Electronics Policy

Laptops or Chromebooks are permitted only to be used for homework or educational activities. Any cell phone brought to Edwards-Knox 4-H After School Program must remain in the student's backpack during the entire scheduled program time. No exceptions! If a child feels they need to contact their parent, they should ask a Staff Member for access to the program phone.

14. Child Abuse and Mistreatment:

CCE is committed to a safe, nurturing environment for children to grow and learn in a positive manner. Any abuse or maltreatment of a child is prohibited! CCE will not tolerate any form of abuse or maltreatment by a staff, volunteer, or parent. All staff members are mandated reporters, due to Office of Child and Family Services regulations.

15. Accident / Incident Reports:

Children sometimes receive bumps and bruises as part of their daily routines. An accident report will be completed by a staff person when a child is injured and filed with the Program Director by the end of the program day. When an injury is caused by another child, an incident report will be completed and parents will be notified by the staff. All reports are filed in the child's file. The staff will use basic First Aid procedures for all bumps and bruises. If more care is needed, the parent will be notified and asked to seek additional care with the child's physician.

If a child requires immediate attention, 911 will be called and the parent / guardian will be contacted. The child will be transported by ambulance to the most appropriate medical facility. If the parent is unable to accompany the child to the hospital, the Director or a staff member will remain with the child until a parent/guardian arrives.

16. Safety Drills

In accordance with the SACC regulations, each program will perform one evacuation drill per month and one shelter-in-place drill every six months. Notice will be placed at the registration area during drills for any parent that arrives to pick up their child during this time.

17. Health Care Plan

We have an approved health care plan with the Child Care Council. The health care plan has procedures that are followed if a child gets sick during program time. If a child becomes sick we will call and inform the parent/guardian of the situation

4-H After School Programs

Cornell Cooperative Extension of St. Lawrence County

Criteria for exclusion of children who are ill (immediate pick-up will be requested if the child is at a program)

- The child is too ill to participate in program activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other youth.
- An acute change in behavior – this could include a lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
- Fever – Temperature at or above 100° orally.
- Head lice until after the first treatment (Exclusion is not necessary before the end of the day)

For a full list, please refer to the Program Health Care Plan which is available upon request.

Children with specific food allergies must have a physician's written note with recommendations on file. This will help the staff know the recommended best methods to help accommodate for the allergies.

18. Staff

CCE follows staff qualification guidelines set forth by Cornell University. High standards are used to determine the character of the person considered for employment. An extensive interview and three personal / professional reference checks are completed. New staff members cannot be left alone with children until the Director is confident in their abilities and they have been cleared by the Central Register Clearance System and the Office of Children and Family Services. All staff will go through yearly evaluations to determine job performances.

Training, Correction, and Termination

All staff are required by the Office of Children and Family Services to complete thirty hours of training every licensing period. All staff will also go through yearly evaluations to determine job performance goals. If staff are not performing their duties to the standards set forth by the Office of Child and Family Services, Child Care Council, and Cornell Cooperative Extension, a work plan will be created to help staff stay on track with their performance goals. If the work plan is not followed, the staff will be terminated and a replacement will be hired as soon as possible. All staff, whether paid or volunteer, must complete the OCFS-6044 Medical Statement in order to interact with youth.

Privacy and Confidentiality

All staff and visitors will be trained in upholding a strict policy of confidentiality for all participating students. This includes all names, identifying information, and health profile information. These items will be held securely in locked file cabinets and/or on electronic devices that are only accessible through two password-protected locks.

19. Parent Communication / Involvement

When picking up your child be sure that staff are aware that he / she is leaving. Please sign your child out and be sure to reinforce our policy that children stay with an adult at all times. Traffic for school-related programs may be present at the school during program hours so it is important that staff is

**4-H After School Programs
Cornell Cooperative Extension of St. Lawrence County**

aware when a parent has arrived to sign out their child. Under no circumstances may a parent pick up their child without alerting the Program Staff.

Emergency Release Form

Please be sure that all individuals authorized to pick up your child are listed as Trusted Contacts in the child's Health Profile and that all phone numbers are current. Any adult not known by staff will be asked for a photo ID. This policy is in place for the safety of your child. If an emergency situation arises, please call the Executive Director or designated staff member with a specific description of the adult picking up the child and have that person be prepared to show photo identification.

Divorce / Separation

CCE wants to serve all families in the best possible way especially during difficult transitions. Unless we have legal documentation we cannot presume one parent has more or less rights than the other. It is the responsibility of the custodial parent to provide the Director with a certified copy of the court ordered or other legally binding documentation. Custody papers will be kept confidential and in your child's file and staff will be notified of the arrangements.

Parent Volunteers

We welcome parents to come into the classroom and attend field trips. We encourage parents to share special skills, knowledge, or hobbies. At this time, parent visitors are limited and will need to adhere to any policy and procedures surrounding COVID-19. Please speak with the Program Director for more information surrounding whether or not there are opportunities to volunteer.

Thank you for choosing the 4-H After School Program, funded by the 21st Century Community Learning Center grant, for your child's care. We understand and appreciate that you have placed your trust in us to watch over your child. Our goal is to provide exceptional care in a comfortable, welcoming, and educational environment for children. We look forward to working together through the 2022-2023 school year.