

NAME \_\_\_\_\_



# Youth Development Council

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## After-School Program Policies and Procedures

September 2021 through May 2022

**Parents, Students, Employees, and Volunteers**

## **Enrollment**

Enrollment is limited to children currently enrolled in NGES, RES, WMMS in grades three through eight, ages 8–14. Enrollment is also limited to the available spaces at each site and is restricted to regular users. **Children must enroll on a full-time basis.**

**Elementary students, Tuesday and Thursday. WMMS students, Monday and Wednesday.** A child is enrolled in the program when:

- The parents are notified that there is a space available at the requested program site.
- A registration form is returned to the program site-coordinator.

## **Hours/Days of Operation**

The school calendar will be followed in all instances. **There will be no After School Programs on holidays or snow days.** The program will begin on September 9th for WMMS Students and September 10th for Elementary students. The program is scheduled for 13 weeks. The hours of operation are from the closing of school until 5:30 p.m.

## **Policies and Procedures**

Parents/guardians are required to read over the policy manual and return page 7 signed by parent/guardian acknowledging to accept and follow all established policies and procedures.

## **Weather/Emergency Closings**

The decision to close schools, calendar changes/make up or to delay opening will be made by Greene County Schools personnel no later than 6:30 a.m. If possible, the decision will be made the evening before the closing or delay. If no announcement is made on area radio or television stations, you may assume that schools will operate on a normal schedule and the After-School Program will operate on normal schedule.

Weather conditions sometimes worsen during the day after children have arrived at school.

If early dismissal is necessary, local radio and television stations will make the announcements. **If school is closed or dismissed early because of weather conditions, the After-School Program will not operate that day. You will need to contact the school to notify your child with instructions.** If the school calendar changes, days will be adjusted to reflect changes. If the weather becomes hazardous after 3:00 p.m., parents are encouraged to pick up children within one hour of notification.

## **Absences**

Parents should contact the YDC program if a child will not attend the After-School Program on a regularly scheduled day. Please contact the program site-coordinator or leave a message with the school office to be relayed to the program site-coordinator prior to After School hours. The program site coordinator will check with the school office and attempt to call the parent in an effort to locate a child not in regular attendance. If your child has an appointment(s) after school, please give the program site-coordinator written notification so the child will not be expected in After School on those days.

**\* Four absences without written notification or proper excuse will result in un-enrollment. Six total absences will result in unenrollment.**

## **Sign In/Out Procedure**

Parents/ Guardians **must** sign out with the date and time for their child each day and/or check out with site-coordinator.

A child will be released only to the person(s) (minimum 16 years of age) designated by the parent/guardian on the enrollment form. **Once a child is signed out by a parent/guardian the After-School Program is no longer responsible for that child.** Children are not allowed to leave during after school hours from any area (classroom, playground, cafeteria, etc.) where a teacher directly supervises them unless an adult can physically walk that child to another area. After school teachers have more than one individual child in their care at any given time and must have someone else come and get the child. Parents must come into the cafeteria or other designated area to check out their child, and then walk to the area where the child is located, such as playground, art room, etc.

If a child is to be released to anyone other than the person listed, the program site coordinator must be notified. I.D. will be required if someone unfamiliar to After School Program staff arrives for your child. A program coordinator may call the parent to verify any written authorizations to release a child to someone else.

## **Late Pick-Up Policy:**

We allow **ONLY 3** late pick-ups for the YDC after school program. A late pick up is considered any time after 5:40 p.m. It is up to the parent/guardian to guarantee a pick-up by 5:40 p.m. After the 2nd late pick-up, the site coordinator or Director will inform the parent/guardian that you will only be allowed 1 more late pick-up for the entire school year. If a parent/guardian is late after the 3rd pick-up, your child(ren) will no longer be able to attend the program for the rest of the school year.

## **Cell Phones**

YDC students are not allowed to use personal cell phones during after-school program hours. Cell phones can be kept in the student's back pack or with the site coordinator. A student must have permission by a YDC staff member to use their personal phone during program hours. If a parent needs to contact their child during program hours, please contact the Site Coordinator.

**Tammy Colwell – 434.806.5681 Site Coordinator**

**\*Mike Alley – 434.760.4322**

## **Bullying Behaviors & Aggression**

Bullying behaviors and aggression are not acceptable. Bullying typically occurs when someone with more power unfairly hurts someone with less power and is often repetitive in nature. Staff will treat bullying behaviors and aggression as seriously as any other unacceptable behavior. YDC encourages positive interactions among children.

Power can be defined as:

- Physical strength
- Social skill
- Verbal ability

Bullying is any action that harms another or places another in reasonable fear of harm. Bullying tends to be repetitive in nature and often escalates when adults fail to support with consistent standards, consequences and behavioral accountability. YDC staff will intervene with consequences for bullying behaviors and aggression.

### **YDC After-School Program Consequence Plan**

The following are the steps for misbehavior and/or not complying with the YDC After School Program rules.

#### **1. First discipline needed Event**

- a. Warning – Director, Site-Coordinator, Counselors
- b. Discipline letter filled out and handed to parent/guardian during pick up or direct conversation with parent/guardian.

#### **2. Second Event**

- a. Visit with the Director/Site-Coordinator
- b. Call to or direct conversation with Parents to inform

#### **3. Third Event**

- a. Call to or direct conversation with Parents to inform and schedule a meeting  
Student is not allowed to attend YDC After-School Programming until parent meeting is complete. Develop Action plan with a 2 week follow up review: (Action = a completion of a commitment on the part of the party identified)

#### **4. Fourth Event**

If the student is not abiding to Action plan as written by the Student, Director/Site-Director/Counselor, and Parent, the parent(s) will be contacted regarding student not abiding by the action plan and the student is then un-enrolled.

### **Dress Code for Students**

Students will be expected to dress appropriately while attending the YDC after school program. All clothing that displays logos or images that promote drug use, alcohol, violence, profanity, or racism must be turned inside out, replaced, or covered. These standards also include jewelry such as earrings, necklaces and bracelets. Midriff tops, shirts that expose skin in the waist or stomach area, including bathing suits (must be a 1 piece or tankini), oversized or baggy clothing where the underwear can be seen ("sagging") will not be permitted. Failure to follow these standards will result in the member being sent home. This expectation also applies to parents/guardians or guests who attend YDC functions.

### **Emergency and accidental injury policy**

An emergency constitutes any injury of child or staff requiring a doctor's care or any situation requiring emergency vehicles (ambulance, fire, police, etc.) on the premises. Parents are responsible for any cost associated with medical treatment for their child. In the event of a medical emergency or severe injury involving a child, YDC staff will:

- Stay with the child.
- Send someone to call 911.
- Call the parent or guardian.
- Notify the director and/or program site coordinator

- Accompany the child to the hospital if a parent is unavailable, provided there is more than one staff member on site.
- Remain with the child until parents arrive and are fully informed about the emergency.

In the event of a minor injury involving a child the staff will:

- Administer first aid.
- Have the child rest until he/she is ready to resume participation in the program.
- Notify parent in the event of head injury, bee or wasp sting.
- Notify the director and/or program student coordinator.
- Inform the parent at the end of the day about the injury so that additional attention may be given at home.

*Only prescription medication will be dispensed*

Medication must be in a current prescription bottle with the child's name and scheduled dispense time written clearly on the bottle. Children are responsible for getting their medication at the appropriate time. The program site-coordinator must be notified by parent/guardian prior to the dispensing of medication. YDC will not dispense aspirin to students.

### **Snacks**

All snacks are provided by the YDC after school program. Please make sure that any **allergies or intolerances** to foods are listed in the appropriate section on the enrollment application.

### **Parent Participation**

Each After School Program site encourages parent involvement. Parents may meet with staff to discuss their child's needs and exchange information. Parents are encouraged to participate several ways:

- Attending orientation meetings and/or parent-staff conferences as needed or requested.
- Volunteering to help in the program—reading stories, sharing a craft or game, accompanying staff and children on field trips (must have appropriate background check).
- Participating in Career Week. Discuss your job duties or a career that interests you.
- Sharing enrichment ideas and outside resource leads.
- Donating outgrown games, craft items, etc.
- Participating in our Parent Appreciation programs.
- Keeping all personal information current with the program such as home phone numbers and addresses, parents' work and cell phone numbers, emergency contact phone numbers, etc.

**Full-Time Volunteer staff** must receive an approved criminal record check before volunteering.

### **Parent/Guardian Under the Influence of Drugs or Alcohol**

After School Program staff cannot release a child to a person who is under the influence of drugs or alcohol. The group leader will contact the program site-coordinator if this occasion arises. The program student coordinator will notify emergency individuals listed on the application form to arrange a safe ride home for the child and parent. If the parent/guardian does not cooperate and insists on removing a child from the program, the after-school staff will call proper authorities.

**\*\*\* Daily Schedule (Sample) PLEASE Read with your child\*\*\***

**Check-In with Site-Coordinator (Tammy Colwell)**

Expectations and Guidelines: YDC Students will go directly to the YDC after-school location, check in with Site-Coordinator (Tammy Colwell). YDC Students will sit at assigned tables with activities provided. YDC Students are not allowed to run in the school building or leave the designated area without permission.

**Healthy Snacks**

Expectations and Guidelines: YDC Students will receive a healthy snack at their tables. YDC students are not allowed to switch seats or share food. YDC students are not allowed to bring in their own food. Please inform Site-Coordinator of any food that your child is not permitted to eat.

**Mask Break**

Expectations and Guidelines: YDC Students will receive a 10-minute mask break outside if weather permits. YDC Students will line up and walk outside for a short recess. YDC Students will line up to return inside to their designated table. Once inside, YDC Students will go directly to their table.

**Homework Assistance and Reading (30 minutes)**

Expectations and Guidelines: YDC Students will work on school assignments at this time. If the YDC student completes their school assignments then they will be required to read for 10 minutes. If time allows, educational games and activities will be provided.

**Character Development/Share Time *"Inward values that determine outward behaviors."***

Expectations and Guidelines: Students will return/remain at their designated tables. YDC Leaders will teach and discuss Character Traits and Lessons. YDC students will be asked how they can apply these specific principles in the following locations: School, Home, Community, and Extracurricular Activities. The YDC Leader will close session with a recap of what they learned.

**Recess**

Expectations and Guidelines: YDC Students will receive a 20-minute mask break outside if weather permits. YDC Students will line up and walk outside for a long recess. YDC Students will line up to return inside to their designated table. Once inside, YDC Students will go directly to their table. Students can play team games or have fun on the playground.

**YDC Action Time/James Madison University Activities**

Expectations and Guidelines: Students will **participate** in variety of activities including Art, STEM, Community Service, and Emotional Regulation activities and games.

**Check-Out**

Expectations and Guidelines: Students will be picked up between 5:20 p.m. and 5:30 p.m. Students will check out with the Site-Coordinator.

\*GCPS Guidelines and Policies on Covid-19 will be followed by the YDC after-school program

# YDC After-School Program Policies and Procedures

September 2021 to May 2022

**\*Student Name** \_\_\_\_\_

By signing below, I certify that I have read, understand and agree to comply with all rules and regulations of the Youth Development Council After-School Program. **(Please return this page to the site-coordinator and keep your copy of the YDC After-School Policy and Procedures)**

**\*Parent/Guardian** \_\_\_\_\_

**\*Date** \_\_\_\_\_

## Student Code of Conduct

- To live by the rules, schedules, and purposes of the after-school program.
- To leave all electronics and electronic media with site coordinator during daily program time. Electronics can be kept in student back pack. YDC is Not responsible for lost or stolen electronics.
- To not possess or use tobacco products, alcohol, or illegal drugs.
- To be courteous and respectful of the person and property of others.
- To respect others personal space. Some youth have difficulty with any kind of touch.
- To not use foul language or derogatory remarks.
- To dress in an appropriate way that maintains personal dignity and the dignity of others.
- To listen and do what is asked by the executive director, counselors, teachers, and volunteers.
- To do my best to be a good person and give my best to make the after-school program a positive experience for all students and staff.

**\*Student Signature** \_\_\_\_\_ **Parent/Guardian Initial** \_\_\_\_\_

**This page must be returned before your child is allowed to participate**