



ARC After School

1202 E. 10th St. Alliance, Ne 69301

PARENT HANDBOOK

Dear Parent/Guardian:

ARC After School will provide an academic based afterschool program at Alliance Recreation Center every day that school is in session. ARC After School will provide a variety of things including academic opportunities, homework help, enrichment activities, recreation activities, and snacks! ARC After School is an engaging and energetic program that will help children succeed both academically and socially!

We intend to provide creative programs and fun activities that will help your child be successful both in the school and in the community. We also hope to provide you with new opportunities to become involved in your child's education and development.

Location and Staff

Program Coordinators will be available to communicate with parents. Please call the Alliance Recreation Center, if you would like to set up a time to meet. The program director will be located at Alliance Recreation Center.

ARC After School will partner with many businesses and organizations in the community to provide quality and variety in programming.

Fees and Assistance

ARC After School is a fee-based program. Fees are auto-drafted weekly out of a bank account in full on Sundays. We do not charge for days that school is not in session; the weekly charge is automatically prorated.

Rates are \$35/week per child (ARC member) and \$50/week per child (non-ARC member). Fun Club will follow ARC After School program hours and run until 5:30pm on early dismissal days (i.e. every Friday and Thursday, Oct. 25th & Feb 7th). Fun Club is a separate, additional fee of \$5/week per child.

ARC After School follows the APS school calendar. There will not be programming on the days APS is not in session. There are no refunds or proration for emergent inclement weather situations.

We require a 2-week cancellation notice. Cancellation forms are available at the front desk.

Financial assistance is limited but available. Please fill out a sponsorship application, if you seek assistance. Forms are available at the front desk at the Alliance Recreation Center.

Hours of Operation

The hours of operation for normally scheduled school days will be 3:30pm-5:30pm Monday through Thursday; 2:00pm-4:00pm on Fridays. Fun Club will follow ARC After School and run until 5:30pm on early dismissal days (i.e. every Friday and Thursday, Oct. 25th & Feb 7th).

There is no supervision prior to the opening times. Children must be picked up by 5:30pm Monday through Thursday and 4:30pm on Fridays. Appropriate authorities will be contacted for children abandoned for more than 30 minutes. Excessive tardiness will result in removal of the student from ARC After School as determined by program staff.

Attendance Policy

Regular attendance is highly recommended to reach the goals of ARC After School. If a child is frequently absent from the program, the site coordinator will contact a parent/guardian to discuss the child's enrollment. If a child will not be regularly attending the program and there is a waiting list for other children to enroll, the program coordinator has the right to terminate enrollment to offer the program to another child.

Dismissal Policy

Each child will be dismissed daily as indicated by the parent on their registration form. All parents/guardians must sign their child out at the end of each day. Persons other than parents/guardians picking up children must be listed on the registration and may be asked to show identification. Parents must provide written notification for children to leave with a person not listed on the registration. A verified phone call may be used in case of emergencies only. The program coordinator may call and request a parent to pick up a child that normally walks or bikes in the case of bad weather or illness.

Due to safety reasons, during ARC After School, if a child is signed out and leaves with a parent or designated person, they may not return to the program for the remainder of the day.

Parent/Guardian Pick up

Parent/Guardian will be expected to sign out child(ren) each day at pick up time. Your child(ren) will only be released to those individuals listed on the registration form (unless you have noted on the registration form that your child is to walk home). Should extraordinary circumstances arise, please call the Alliance Recreation Center and give verbal authorization to that your child may be released to someone not listed on the registration form.

Illness Policy

For the health and protection of all, students will be required to stay home if they are experiencing a temperature of 100 degrees or more, vomiting, diarrhea, flu-like symptoms, streptococcal infection, pinkeye, lice, or scabies. Students will require a doctor's note to return after experiencing hepatitis A, tuberculosis, measles, mumps, rubella, impetigo, or ringworm. Students with chickenpox will be excluded from attendance for at least 6 days or until without fever.

Injury and Emergency Policies

The staff will take care of superficial injuries. If an injury requires further attention, the parent/guardian will be contacted. In an emergency situation, Emergency Medical Services and persons on the child's emergency contact list will be contacted.

Medication Policy

ARC After School staff is not authorized to disperse medication. If a child requires medication during ARC After School hours, it will be the responsibility of the parent/guardian. The ARC After School staff will ONLY provide medical attention in the form of soap, water, ice and bandages.

Confidentiality Policy

All student files will be kept confidential. ARC After School will release information to authorities with proper legal request in cases of suspected child abuse and neglect. ARC After School staff and volunteers are required to follow the confidentiality policy.

Special Education

Mission Statement: The goal of ARC After School is to provide programs for elementary students to promote academic achievement, social development, and community involvement.

Procedures:

1. It is not mandatory for the ARC After School program coordinator to follow the IEP of the normal school day.
2. ARC After School program, staff will support children with special needs for full participation within reasonable limits. ARC After School staff may recommend the child for participation or nonparticipation in ARC After School activities: example: quiet time or free play time rather than participation in academic lessons.
3. In the case of a child whose behavior impedes learning, ARC After School staff will communicate with parents to implement appropriate strategies. Behavior expectations should be met. If behavioral strategies are not met, ARC After School staff will follow standard ARC After School discipline procedures.
4. ARC After School may accommodate for other needs, but it is not required to pay for the costs of such accommodations such as transportation, occupational therapy, physical therapy, or building constructions. Questionable accommodations will be discussed by the ARC After School program coordinators and executive and operations directors on a case by case basis.

Behavior Policy

ARC After School staff will guide children to manage their own behavior. ARC After School will follow behavior policies established for the normal school day.

Children will be expected to:

- Respect the rights and property of others.
- Follow directions from staff and cooperate with others.
- Practice habits of good health, safety and cleanliness.
- Refrain from damaging school and personal property.

- Refrain from physical fighting or excessive contact.
- Refrain from inappropriate behavior and language.

Corrections for misconduct will depend on the frequency and nature of the offense. For definitions of Minor Problem Behaviors and Major Problem Behaviors see next page:

- **Minor Problem Behavior:** Staff will give a verbal reprimand and have a discussion with the child concerning the misconduct.
- **Major Problem Behavior:** Staff will have a discussion with the child concerning the misconduct and develop a plan for correction. Staff and the child will fill out an incident report. This report must be signed by parent/guardian and returned the following day, which will be placed in the student's file. Site Coordinator will make a parent contact and inform the program director of the offense(s).

If a student exhibits 3 major problem behaviors, minor problem behaviors continue to repeat and can't be corrected through the above measures or a behavior is of a serious nature, it may result in suspension or termination from the program as determined by the ARC After School program staff.

Minor Problem Behavior Definitions

Cheating	Dishonesty of any kind with respect to examinations, course assignments, or alteration of records.
Continued Disruption	Student engages in low-intensity, but inappropriate disruption.
Inappropriate Language	Student engages in low intensity instance of inappropriate language (rude, crude).
Inappropriate Physical contact	Student engages in non-serious, but inappropriate physical contact—touching, pulling hair, little pushing and shoving.
Inappropriate use of work time	Student does not use time to complete work.
Lying	Student delivers message that is untrue.
Non-Compliance	Failure or refusal to comply.

Other	Student engages in any other minor problem behaviors that do not fall within the above categories.
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Major Problem Behavior Definitions

Abusive language/ Profanity	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Bullying	Student treats others in an overbearing or intimidating manner. (To make one's way aggressively.)
Continual Minor Misbehavior	Student continues with minor misbehavior after several attempts to correct it.
Defiance	Refusal to follow directions, talking back and/or socially rude interactions. Continual non-compliance after implementing several strategies for students to comply.
False alarm	Student pulls the fire alarm or delivers a message of possible explosive materials being on or near the Alliance Recreation Center, and/or pending explosion.
Fighting/ physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Property Misuse	Student engages in inappropriate use of ARC property, desks, bathrooms, cell phone, music/video players, camera, and/or computer.
Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.

Threat	<p>Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</p> <p>Declaration of an intention or a determination to inflict harm on another:</p> <ol style="list-style-type: none"> 1. An expression of an intention to inflict pain, injury, evil, or punishment. 2. Warning - a message informing of danger or harm
Vandalism	<p>Student participates in an activity that results in substantial destruction or disfigurement of property. Student deliberately impairs the usefulness of property.</p>
Weapons	<p>Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.</p>
Other	<p>Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.</p>

Parent Information

I understand and am aware that my child(ren) is/are participating in physical activities and that the potential for accidents does exist. In consideration for being allowed to participate in the ARC's program, I agree to assume the risk of such exercise and further agree to defend and hold harmless the Alliance Recreation Center and its staff conducting this ARC program from any and all claims, suits, losses, or related causes of action for damages, including (but not limited to) such claims that may result from injury or death (accidental or otherwise) during, or arising in any way from the program. I also understand that the Alliance Recreation Center may use, for publicity and /or promotional purposes, my (or my child's) name or pictures participating in this program, without obligation or liability to me or my family.

Parents are welcome to contact the program coordinator with any questions, concerns and suggestions. Parents interested in providing support can contact the program coordinator and help by simply telling others about the program or offering to volunteer time and/or resources.

Welcome to ARC After School!