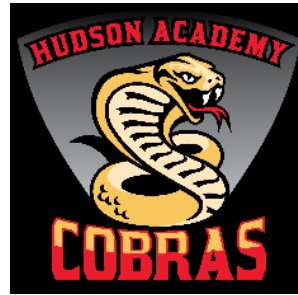


After School Enrichment Programs



The Cobra Encounter
at
Hudson Academy

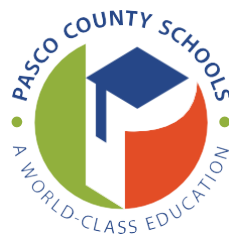


The Eagle Encounter
at
Paul R. Smith Middle



Client Handbook Procedures and Guidelines

Effective January 4, 2022



After School Enrichment Programs (813) 794-2298 • (727) 774-2298 • (352) 524-2298 <http://myasep.com>

Description of Services

The STEAM based after school program will offer activities through fun, project-based learning opportunities that will incorporate science, technology, engineering, the arts, and math, as well as healthy living and sports instruction. Personal enrichment and special interest activities will also be incorporated into the program schedule.

Certified teaching staff will lead the Scholars Club each day to assist students with homework, reading, grade recovery activities, and group tutoring when needed.

Funding

Funding for The Cobra Encounter at Hudson Academy and The Eagle Encounter at Paul R. Smith Middle School is provided by federal grant dollars from the Elementary & Secondary School Emergency Relief Fund.

Program Goals

Certified teachers and program staff focus on creating and providing hands-on, enriching educational activities and make learning connections between school and the program curriculum. These activities align with our goals to:

- Build literacy and STEAM skills
- Assist students with meeting performance standards for core academic areas
- Increase student engagement
- Nurture personal enrichment
- Support and prepare students for global citizenship in the 21st century
- Provide students with enhanced skills and tools necessary to function in a global economy

Enrollment Criteria

Students who meet the following criteria are eligible to enroll in the After School Program:

- Enrolled at Hudson Academy or Paul R. Smith Middle School
- Be independent in daily self-care needs, such as toileting, feeding and dressing self
- No danger to him/herself or others
- Able to participate in group activities with a ratio of 1 adult to 25 students
- Able to remain within the supervised program location without running away

- Participate in academic-based activities and projects without interrupting the learning environment

Registration Forms

To enroll in the program, online registration forms and any additional documents must be completed and returned to the program Site Manager. Registration forms must be completed prior to enrollment.

Health/accident insurance must be maintained while enrolled in the program. If a student does not have health insurance, parent/guardians can purchase student health insurance for a nominal fee from Florida KidCare at www.floridakidcare.org or from School Insurance of Florida at <https://schoolinsuranceofflorida.com/>.

Programs may have a limited number of spaces. If a program is on a waiting list, names are added to the wait list based on the date completed enrollment paperwork is received by the program Site Manager.

Student Expectations and Commitment

The After School Enrichment Program (ASEP) offers students a variety of stimulating activities to promote school success and personal well-being in a safe environment at no cost. Active attendance and engagement are essential to student and program success.

Students must follow all program expectations and rules to stay enrolled in program. If a student does not, they could be removed from the program to allow another student the program spot. Students are expected to meet the following requirements:

- Report directly to the designated program location immediately upon school dismissal
- Bring all necessary homework, materials, and other items with them before they come to the program - Students are not permitted to return to their lockers or classrooms once the regular school day is over
- Be responsible for their homework or other schoolwork in program and working on it during the Scholars Club
- Actively participate in all program activities
- Treat all staff, vendors, volunteers, and students with respect
- Attend program on a regular basis
- Be responsible for their actions

- Follow ASEP Behavior Policy and Pasco County Schools Student Code of Conduct
- Always remain with program staff

Failure to comply with these expectation requirements will result in termination from the program.

Parent/Guardian Expectations and Commitment

Parents/guardians must meet all program expectations for their student to stay enrolled in program. If a parent/guardian does not, their student could be removed from the program to allow another student the program spot. Parents/guardians expected to meet the following requirements:

- Ensure their student(s) is following student expectations
- Parent(s)/guardian(s) are required to notify the program in writing via a note or email if the student will be absent and prior to withdrawal from the program
- Follow all program policies, rules, procedures, requirements, and expectations
- Keep student registration information current
- Pick-up their student before program ends
- Read and respond to program correspondence
- Contact the Site Manager about concerns related to your student or the program

Failure to comply with these expectation requirements may result in termination from the program.

Attendance

Students are encouraged to attend the program daily to receive the full benefits of the program. Students who are not in attendance at school on a regular school day may not attend program.

School Sponsored Afterschool Activities

Students attending the program must report to the program immediately upon school dismissal unless other arrangements have been made. Parent/guardians must notify the Site Manager in writing if the student is to participate in any type of authorized school sponsored after school activity that would delay or alter their attendance in the program.

Program Calendar

Program schedules and activities calendars are available on the parent table and on the After School Enrichment Program website.

Check-In and Check-Out Procedures

To ensure students are supervised while in program, the following procedures are to be followed for check-in and check-out:

- Students are responsible for signing themselves in and out of program daily on the touch screen computer using his/her own personal code
- Students will only be permitted to sign-out once a person on the approved pick-up list is at the program site or at the end of program when bus transportation arrives
- The pick-up person must come to the program location or call the program phone and speak to a staff member for the student to be released from program
- Parent/guardian is responsible for adding authorized persons to the student approved pick-up list prior to picking-up a student
- Students will only be released from the designated sign in and out area(s)
- Picture identification is required for anyone to sign out a student when they are unknown to site personnel
- Only students with a written permission slip signed by the parent/guardian will be permitted to sign themselves out to attend another activity on campus
- Parent/guardians must sign a *Walk Home Authorization Form* for students to leave campus without adult supervision
- Walking students are expected to walk directly off campus and are not allowed to linger on school property. These students may only return to program in the event of an emergency
- ASEP employees are prohibited from acting as an authorized drop-off or pick-up person for any student unless the employee is a family member, has legal authority for the student or is a member of the student's household. A liability waiver must be signed by the parent/guardian.

Late Pick-Up Policy

Program closes at 5:30 p.m. daily. Students must be picked up prior to program closing time. Anyone picking up a student must be on the authorized pick-up list. If a parent/guardian will be late, it is the parent/guardian's responsibility to find an authorized pick-up person to pick-up their student from program prior to the program closing time.

If a student is picked up after program closing time, a Late Pick-Up Notice will be given to the parent/guardian. If a student receives three Late Pick-Up Notices, the student will be terminated from the program.

Parent/guardian is responsible for maintaining up to date telephone numbers including telephone numbers for all authorized pick-up persons. The following steps will be taken if any student remains in program after closing without notification from the client:

- Site Manger will attempt to contact authorized pick-up persons as indicated on the authorized pick-up list
- If an authorized person is NOT reached within 30 minutes of program closing or a student is not pick-up within 1 hour of closing, the Site Manager will contact law enforcement to pick-up the student(s)

Personal Property and Technology Devices

The After School Enrichment Program will provide electronics for educational purposes via the program and/or school resources. Students are only allowed to use their own electronic devices during designated times, in a designated location for educational purposes only at the discretion of the Site Manager. Students may not use devices for gaming, communication, or other non-academic uses. While in program, all communication, including in the event of an emergency, between parents and students is to be made using the After School Enrichment Program office phone.

Students must adhere to the District School Board of Pasco County's Responsible Electronic Use Agreement for Students. Violations of this agreement will result in disciplinary actions.

The use of student personal property of any kind during program hours is up to the discretion of the Site Manager. The After School Enrichment Program is not responsible

for damage to or loss of any student's personal property. Personal property is to be kept in student bookbags when in program. Students will be unable to return to lockers or classrooms after school has ended.

Nutrition

After School Enrichment Program students will receive an afternoon snack provided by the DSBPC Food and Nutrition Department during the school year. All food allergies or special nutrition needs should be reported to the program Site Manager.

Health and Safety

Our staff provide a safe and healthy environment for all students. If a student has medical or health needs and/or a qualifying disability, parent/guardian notify the program Site Manager upon enrollment or immediately upon diagnosis. Additional paperwork and/or staff training may be requested to ensure the safety of the student. Parent/guardian must complete necessary paperwork and provide any student medication prior to program enrollment. Failure to notify the Site Manager of a student's medical/health or qualifying disability condition could put a student or staff in an unsafe situation and possibly cause suspension of services until proper documentation and/or medication is provided.

If a student becomes ill while in the program, the parent/guardian will be notified. Depending on the nature of the illness, the parent/guardian may be asked to pick-up the student from program. It is imperative that parent/guardian maintain up to date information on all contact persons so that someone can be reached in the case of illness or emergency.

A parent/guardian will be contacted if a student is suspected of having or has a medical or health need that would require immediate pick-up from program, such as:

- A communicable disease or virus
- Chills and/or fever
- Nausea, vomiting or diarrhea
- Rash and/or skin infection
- Ringworm
- Pink eye
- Accident requiring medical attention

A student may not return until they have been without signs and symptoms for 24 hours or the student has a return to school/program letter from a doctor.

Lice

Program staff will not check for head lice. If a staff member suspects a student has lice, the parent/guardian will be notified. Parent/guardian can contact the school nurse for treatment advice.

First Aid and Health Emergencies

Designated After School Program staff are trained in First Aid and CPR. In the event of an injury, a trained staff member will provide first aid to minor cuts, scrapes and bruises. An Accident Log is maintained at the parent/guardian table at the program site. If a minor injury occurs, parents/guardians will be notified and requested to sign the Accident Log at pick-up. Staff will attempt to call the parent/guardian or emergency contact person if the injury requires more than basic first aid.

In the event of an emergency, program staff will contact the parent/guardian. If urgent assistance is needed, 911 may be called.

Medication Administration

School Board Policy JHCD *Administering Medicines to Students* states, "Administration of medicine during school hours should occur only when medication schedules cannot be adjusted to provide for administration at home."

It is the parent's responsibility to complete the necessary paperwork and provide the medication to the Site Coordinator. All medication must be in the original prescription container. Regulated nonprescription medication will not be administered at school without a physician's statement dated for the current school year.

Child Abuse Reporting

Pursuant to F.S. 1006.061, all District employees have an obligation to report all actual or suspected cases of child abuse, abandonment or neglect and have a duty to comply with child protective investigations and all other provisions of law relating to child abuse, abandonment, and neglect. To report child abuse, abandonment, or neglect, please call 1-800-96-ABUSE.

Custody Issues

Certified copies of any court orders provided by the custodial parent, which restricts a parent's ability to seek release of his/her student, is to be submitted to the After

School Enrichment Program Office. Should a parent come to program and request to remove his/her student, the program staff cannot prohibit the action unless these papers are on file.

Custodial/noncustodial visitation agreements must be conducted outside of the After School Enrichment Program hours. At no time can the program be used to conduct any form of visitation.

Natural Disaster Emergencies

In the event of a natural disaster, including but not limited to fires, tornados, and lockdowns, the After School Enrichment Program staff follow the District School Board of Pasco County Emergency Action Plan procedures. If you would like to review the District School Board of Pasco County's Emergency Action Plan, visit Pasco County School District's website.

Respect and Civility Policy

The District School Board of Pasco County believes that a safe, secure, nurturing, and civil environment is essential in accomplishing its mission to create a community which works together so all Pasco County students will reach their highest potential.

This policy promotes mutual respect, civility and orderly conduct among all district employees, students, parents, and the public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, it is intended to maintain, to the extent that is possible and reasonable, a safe, harassment-free workplace for students, families, and staff that is free of disruptive, demeaning, intimidating, threatening, or aggressive behaviors.

1. District staff will treat students, parents, fellow staff members, and members of the public with respect and will expect the same in return.
2. District staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting, or threatening manner.
3. Volatile, hostile, or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

District students' rights and responsibilities are further defined within the Student Code of Conduct.

Authority: 1001.41(2), F.S. PCSB Policy: 1380, 3380, 4380

Non-Discrimination Policy

Pasco County Schools does not discriminate based on race, color, sex/gender, religion, national origin, marital status, disability, age or genetic information in its educational programs, services, activities or in its hiring and employment practices.

Discipline Policy

The After School Enrichment Program's discipline policy aligns with the District School Board of Pasco County's Student Code of Conduct and ASEP Behavior Policy. To obtain a District School Board of Pasco County Student Code of Conduct, visit Pasco County School District's website or contact the Site Manager.

Dangerous, unsafe, frequent misbehaviors or disruptions to the program learning environment are unacceptable and will result in termination from the program.

ASEP Behavior Policy

ASEP staff are committed to provide a safe, positive, and enriching environment for all children in our program. Although the ASEP Program is a different setting than the regular school day, appropriate behavior is still expected. Please review the following expectations of appropriate behavior:

1. Listening and following directions
2. Keeping hands, feet, legs, and objects to self
3. Speaking in a normal tone of voice, in a courteous manner and utilizing acceptable language
4. Using materials and equipment appropriately
5. Following safety rules

ASEP staff will use positive behavior management techniques that include:

1. Guiding students by setting clear, consistent expectations for program behavior
2. Redirecting students to a more acceptable behavior or activity

3. Using positive reinforcement
4. Making eye contact and listening when students talk about their feelings and frustrations
5. Guiding students to resolve their own conflicts using conflict resolution skills

ASEP staff will use the following discipline action steps:

1. Verbal communication to parent/guardian regarding student's behavior
2. Written Behavior Notice
3. Suspension from program – Serious or repeated behavior problems will result in a 1 or 2-day suspension from the program
4. Parent Conference with site and/or District Office ASEP staff member(s)
5. Termination - ASEP will be unable to serve children who display chronically disruptive and/or dangerous behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to:
 - Behavior that requires constant attention from staff
 - Behavior that inflicts physical or emotional harm on other children or self
 - Behavior that is abusive toward staff and/or non-compliant with the program rules
6. If a student's ASEP service is terminated because of a violation of this Behavior Policy, the parent/guardian(s) may seek to re-enroll their child no earlier than one year from the date of termination. The decision to approve re-enrollment will be made on a case-by-case basis and may require documentation that the student's behavior has significantly improved.

ASEP does not discriminate and gives children with disabilities an equal opportunity to participate in all services, which includes the provision of reasonable accommodations that do not fundamentally alter the program, provided that the child's participation does not pose a direct threat to the health or safety of himself or others. If reasonable efforts have been made and a child continues to pose a direct threat to the health or safety of himself or others, ASEP services may be terminated.

If a problem cannot be resolved with the After School Enrichment Program Site Manager, contact the Pasco County Schools After School Enrichment Programs Department at 813-794- 2298, 352-524-2298 or 727-774-2298 or visit www.myasep.com for further assistance.
