**Hinsdale Afterschool Program**

**Parent Handbook**

**Keeping Kids Safe**

**Helping Families**

**Inspiring Learning**

**Hinsdale School District**

**Hinsdale Elementary/Middle Schools**



*A Nita M. Lowey 21st Century Community Learning Center*

*Funded through the US. Department of Education*

**Highlights**

|  |  |
| --- | --- |
| Welcome letter from the Site Director | 3 |
| About HASP | 4 |
| How to contact us | 4 |
| Accommodating Students | 5 |
| Hours of Operation | 5 |
| Fees | 5 |
| Arrival and Dismissal of Children | 5 |
| Unauthorized Persons | 6 |
| Health and Safety | 7 |
| Criteria for sending child home due to illness | 8 |
| Staff Training | 9 |
| Behavior Management and General Discipline | 10 |
| Suspension and Dismissal | 11 |
| Special Situations | 12 |
| Emergency Procedures | 12 |
| Appendix  HASP Program Forms   * Registration Form, Scholarship Form, Release Signatures (transportation, media, off-school grounds, non-academic survey, video and audio recording, and attendance release of information, including Emergency Contact information (w/ at least 2 **reachable** contacts) * Parent/Guardian “Receipt of Handbook Form” (to be signed and returned to Hinsdale After School Program. |  |

**Welcome letter from the Program Director and Site Coordinator**

Dear Parents and/or Guardians,

We would like to take a moment to welcome you and your child to our HASP family. Each day we strive to provide a safe, fun, and nurturing environment for your child, while providing opportunities for your child to extend their learning past the school day.

HASP or Hinsdale After School Program has been providing after school programming for students in Hinsdale since 2008. Our program is federally funded by the US Department of Education’s Nita M. Lowey 21st Century Community Learning Centers Grant.

Our program is designed to meet this grant’s requirements and outcomes by offering academic activities followed by enrichment activities each day. In an effort to maximize benefits to the program, please consider allowing your child to stay in the program until our enrichment block ends at 5:20pm.

This guide provides a variety of information regarding the safe and effective operation of our program. As you read this guide, please feel free to contact us at our HASP office (603-336-5332 x7630) with any questions or concerns.

Thank you,

Maryanne O’Malley

Program Director, Hinsdale After School Program (HASP)

Jessica Mahoney

Site Coordinator, Hinsdale After School Program (HASP)

**About HASP**

HASP (**H**insdale **A**fter **S**chool **P**rogram) provides out-of-school programming for students in grades K-8 and extended learning opportunities for parents and community members in partnership with the Hinsdale Community Center Recreation Department, Monadnock Regional Afterschool Collective (MRAC)/United Way and other service agencies with like goals and objectives. Our mission is to “…keep kids safe, help families, and inspire learning…” Our goals are as follows:

**Local**

* + **Improve Math & Reading Achievement**
  + **Provide a Safe Environment that Nurtures Positive Youth & Increases Protective Factors**
  + **Strengthened Family & Community Connections**

**Federal**

* + **Improve academic achievement in NHSAS (New Hampshire State Assessment System in the areas of Math and English/Language Arts**
  + **Improve grade point averages**
  + **Improve school day attendance**
  + **Improve school day behavior**
  + **Improve student engagement in learning**

Through a number of enrichment and extended learning opportunities, HASP serves over 175 students and their families in the town of Hinsdale.

HASP grew out of the communities and schools coming together over the need for quality and accessible programming before and after school as well as throughout the summer. Our diverse group of partners include human and social service providers, state and local agencies, private businesses, coalitions and action groups, health and wellness providers, and other out-of-school programs. With this wide array of partners, we seek to make the most effective use of all our resources, to avoid duplicating services. HASP continues to evaluate its programming to fit the needs of students and their families.

**How to contact us:**

For program related questions:

Maryanne O’Malley, Program Director- Hinsdale Elementary/Middle Schools

Phone: 603-336-5332 x 7630 Email: momalley@hnhsd.org

**Students with Accommodations:**

Students who may have special accommodations are welcome in the HASP program. To ensure that there is adequate and safe supervision for all children please contact the Program Director prior to enrolling your child. Children with special needs shall not be excluded in HASP, regardless of level or severity of need, provided that the student can be safely accommodated in the HASP program. Please note, school day services and support are not specifically provided during the HASP hours.

**Hours of Operation:**

* **Before School**: Monday through Friday- 7:00am – 7:45am (Middle School) & 7:00am – 8:20am (Elementary School).
* **After School**: Monday through Friday - 2:45pm-6:00pm, (Middle School) &

3:20pm – 6:00pm, (Elementary School) **when school is in session**.

The Afterschool Program does not operate when school is not in session- that is, anytime when a child would not normally be in school. This includes vacations, early dismissals, teacher workshops, and parent/ teacher conference days when children are not in school. This also includes closures due to inclement weather.

**Fees**:

A fee schedule is necessary to ensure that HASP is a permanent/ sustainable program in the school, continuing long after the grant has reached its end. Rates are based on a set fee scale. Scholarships are available. Please contact Maryanne at 603-336-5332 x 7630 or by email at [momalley@hnhsd.org](mailto:momalley@hnhsd.org).

**Weather Emergency Closings**:

It is the intent of the program to remain open according to the calendar adopted

each year by SAU #92 and the Hinsdale School District. The Afterschool Program follows the regular school schedule and adheres to all closings or late openings called by SAU #92 due to weather and/or emergency conditions. If school is closed, the Afterschool Program is closed.

**Arrival of Children:**

**AM Program**- Children will be welcomed each morning beginning at 7:00am. Please escort your child to the door. A staff member will greet you and your child. Please do NOT drop your child off and leave. It is important that your child has access to the school and staff prior to your departure.

Reminder: in the event of a 2-hr weather-related delay, there is no AM program.

**PM Program**- Children will be escorted from their classrooms to a designated area to begin HASP. Staff members will take attendance and notify the office if a student is not present but registered to attend. HASP will work with the office to make sure all children scheduled to attend HASP are accounted for, prior to buses departing from school.

**PM Program-**

**Dismissal of Children:**

A thorough system of accounting for how students leave the program will be in place with the Program Director (PD). At the elementary school, children will only be released to those listed on the original Afterschool registration form. Please remember to bring your driver’s license (for positive identification) with you when picking up your child. This is for the safety of your children. The child will be picked up at the elementary school cafeteria door, the same place that students use to enter. If a parent, guardian, or a listed emergency contact person cannot pick up the child, a verbal (phone) consent/confirmation by the parent will be required. *Please note*, it is legal for either parent to pick up a child from Afterschool unless a copy of a court order restricting visitation or contact is on file at the Afterschool office.

**Unauthorized persons:**

As stated above, if an unauthorized person (either a parent, guardian, or a listed emergency contact person) attempts to pick up a child, prior written notification, or a verbal (phone) consent/confirmation by the parent will be required. When an un-authorized person tries to pick up a child with no prior notification, the Program Director (PD) or the Site Coordinator (SC) will be immediately notified. The sign-out person will verify the identity of the person by looking at their driver’s license or other appropriate means of verification. The parent/guardian or emergency contact person(s) will be notified, and verbal permission will be obtained in order to allow the child to be dismissed.

**Impaired Adult:**

If we believe that for any reason, a child's safety might be at risk if we release them to an authorized individual (including a parent or guardian), we will notify the Program Director to discuss other possible options. If the parent or guardian is

uncooperative, the Program Director or designee will call 911 to get police assistance.  Keeping in mind the overall safety and security of the situation, a reasonable effort should be made to wait for police arrival before releasing the child.  If that is not possible and the child is released, the Program Director or designee will alert the police with a vehicle description and direction of travel.  Refer to policy KFA Public Conduct on School Property item 7.

**Visitors:**

Visitors to the program will only be allowed with prior notification. All visitors will check in with the Program Director or Site Coordinator and will be always accompanied by a staff person. They should never be wandering freely around the grounds/school. Refer to policy KFA Public Conduct on School Property for further details of expected behavior.

**Snacks:**

A healthy, USDA approved snack will be planned and provided to students each day.

**Drinking water:**

Drinking water will be available to children **AT ALL TIMES**. Children will be encouraged to drink enough water in hot weather. Outdoor adventure activities/ groups will bring an adequate supply of drinking water with them.

**Physical Contact:**

To ensure the safety and wellbeing of all children in the Afterschool Program we have adopted school policies for personnel/ volunteers, which address appropriate and inappropriate touch. Refer to policy GBAA - Sexual Harassment and policy JKAA – Use of Restraints and Seclusion

**Health and Safety:**

Our first priority is to keep students safe and healthy. Indoor and outdoor environments are maintained in such a way as to reduce and prevent the possibility of accidents or injuries. A first aid kit will be at the site’s “home base.”

**Medical Conditions:**

If your child has a serious medical condition, please alert the Program Director (see registration form) so emergency plans may be developed (i.e., seizures, severe allergies, diabetes, or extreme asthma).

**Forms:**

The following forms must be on file with the school or the Afterschool Program before a child can participate:

* Registration Form
* Scholarship Form
* Release Forms (transportation, media, off-school grounds.
* Emergency Contact Form (w/ at least 2 **reachable** contacts)

**A copy of all forms or a separate list of Emergency Contact Information and medical information accompanies the Program Director or lead staff on any off-site trip or activity.**

**Safety Considerations:**

Every precaution will be taken to guard against accidents. Program Director & Site Coordinator will take every step to know school safety plans and train their staff to become familiar with them. **Crisis Management Exercises** will be practiced in case of such an emergency.

**First Aid and CPR Training:**

The Program Director & Site Coordinator are required to be certified in basic first aid and CPR. A list of other staff certified in first aid and/or CPR will be maintained by the program director. A completely stocked first aid kit and list of emergency contact information will travel with any group that leaves the grounds group.

**Medications:**

HASP will follow the approved District Policy (JLCDA- ADMINISTERING MEDICATION TO BEFORE AND AFTER SCHOOL PROGRAMMING--Medication Procedure for Medications at After School Program) regarding the administration of medications to its participants. See Program Director for a copy of this policy.

**No Smoking Policy:**

There will be **NO** **SMOKING** at any time by staff or students in the school or on school grounds. HASP will follow the approved District Policies regarding the tobacco and other related products (GBEC**- DRUG-FREE WORKPLACE/DRUG-FREE SCHOOLS) (**ADC - **TOBACCO PRODUCTS BAN USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS)** See Program Director for a copy of these policies.

**Prevention for Spreading Contagious Illness:**

All students and staff must be protected from contagious illnesses. While airborne microorganisms are more difficult to protect against, the spread of many blood-borne, bodily fluid borne and non-airborne germs can be effectively prevented. All people giving first aid must wear protective gloves in cases where there is blood, an open wound, or a scrape. All students should wash their hands before eating, and after using the bathroom. Staff shall reinforce this daily.

**Criteria for Sending a Child Home Due to Illness:**

* Moderate to high fever (100.4 or higher)
* Vomiting or serious diarrhea
* Certain suspected contagious diseases (i.e., pink eye, etc.)
* Illness that seriously prevents participation in group activities
* Injury that might require medical attention (non-emergency)

Students will be sent home for any of the above reasons and in the case of suspected Pediculus (head lice); the Program Director or the Site Coordinator will contact the child’s parent or guardian first. If the parent / guardian cannot be reached, the individual(s) with the designation of emergency contact should be called. **However, the parent or guardian will always be contacted to inform them of the steps that were taken**. The child will be kept in a separate place from program activities while s/he is waiting to be picked up.

**HASP Employee Procedure**

Each employee will be provided with clearly defined procedures of the Afterschool Program. Our procedures are based on mutual respect and trust. Each employee is equally valuable and essential to the well-being of the program and, in particular, the children. All employees and volunteers will be screened for security purposes through the Program Director and the SAU #92 Personnel Office.

**Consent to release:**

No child’s photo or written work may be used without the written consent of both the Program Director/Site Coordinator and the child’s parent or guardian. See Receipt of Handbook Form for release.

**Requirements of the Afterschool Volunteer Program**

All persons performing volunteer services over the age of 18 will be screened and interviewed by one or more members of the Afterschool administrative staff and will submit to a criminal history background check. At no time will volunteers be left alone with students until the above step is taken. Volunteers will hold all information about students, their work and their behavior in confidence and will show respect and empathy for all children and school personnel.

**High Quality Supervision:**

Supervisors and staff should be aware of the location of all students during and after activities. Clear procedures and structures will be in place and communicated to all students coming to the program. Clear expectations for behavior will also be communicated to youth.

**Child to staff ratios:**

Group sizes are kept low, approximately 10 children to one member of staff in most activity groups (some are smaller due to space and vehicle use stipulations), in order to allow plenty of opportunities for one-on-one interactions between youth and adults. The exceptions are open gym, playground, or any pick-up sports activities.

**Staffing:**

The Afterschool program strives to avoid situations in which a staff person is alone with a student.

**Staff Training:**

The Afterschool program believes strongly in professional development of its staff, and will provide ongoing staff training, particularly in early childhood development, adolescent behavior, group management, core values and the Love and Logic approach to behavior management.

One of the goals of the program is to maximize the growth and development of each child while protecting the rest of the individuals in the group. This includes encouraging youth to solve problems in socially acceptable ways, and fostering mutual respect for others, their rights, and their feelings.

There are times when behavior will warrant a disciplinary action. Generally, we encourage using the following behavior management strategies. We recognize that these are only strategies - training shall be given to staff in behavior management regarding rules and appropriate/logical consequences, "time out,” and the issues of bullying, refusal to participate, etc. (SEE BELOW):

* We will examine patterns of when and where challenging behavior occurs
* We will make changes (group size, space issues, etc.) if they are warranted
* We will be proactive – by providing intervention and redirection
* We will offer choices within program limits
* We will enforce logical consequences for behavior choices
* We will model, support, and encourage appropriate behavior
* We will model, support, and encourage effective communication skills
* We will maintain consistency of rules enforcement among staff

**Behavior Management:**

The behavioral expectations of youth during the out of school program are the same as during the school day. The Afterschool program strives to create a relaxed, safe, supportive environment, which reinforces social skills learned during the school day through emphasis on the core values of connection, ready to learn, flexible and cooperative. Discipline and guidance are based on an understanding of the needs and development of the child and the circumstances of the incident.

**General Discipline**

While working with children in the Afterschool Program, it is important that we assure them that they are safe. This can be accomplished in part by a well-prepared instructor and by a set of consequences for inappropriate behavior. Children are expected to participate in the activity that they have signed up for. **It is expected of each child that they will follow the same rules that they follow during the school day.**

In the event that a child is not following the rules, an Afterschool behavior policy has been set to help a child refocus on participating in a safe and community-conscious way. This policy is based on "community". Everyone in the community must be able to feel safe for the group to interact effectively and properly. Safety here is defined as adherence to the rules set forth by The Hinsdale Schools.

While it is understood that this program is designed to promote community, enrichment, and fun for all its participants, there are those who may inhibit others from this experience. In the event that this should be the case, the following will be the disciplinary procedure:

Students will be redirected by staff to make better choices when necessary. If a student is not responsive to this redirection, HASP staff members will take the following steps to help the student regain control and regroup:

* We will remove the child from the group
* We will assess the child's needs (if possible, meet that child's need: hunger, tiredness, assurance, etc.)
* We will explain how they were inconsistent with the rules
* We will ask them to perform within the community's rules
* We will inform the child that they need to make a better choice in this situation
* We will remind the students that they are expected to be connected, ready to learn, flexible and cooperative
* We will assess the willingness to follow the rules
* We will re-engage the child in the group activity
* We will submit an incident report
* We will consult with school administration

Repeated behaviors, requiring the above steps, in the same day, will result in the child no longer being able to participate in-group activities for that day. The parents will be called to pick him/her up from the program. The child will remain in with the Program Director or Site Coordinator and will work independently of the group until the parent arrives.

When the parent arrives, the Program Director and/or Site Coordinator will inform the parent of the situation and provide an Incident Form outlining the behaviors exhibited by their child. The Program Director and/or Site Coordinator will "conference" with the parent to discuss the contents of the Incident Report and work to find a pro-active strategy for their child that follows the rules of the program while focusing on their child’s success.

* **Some behaviors are non-negotiable and warrant an immediate suspension. In some cases, police may also be called. These include:**
* Fighting
* Threatening harm, or using threatening language
* Harming or assaulting a teacher or staff
* Possession or use of drugs and/or alcohol
* Possession or use of weapons (guns, knives, or any objects used as a weapon or a look-alike weapon) in the building or on school property
* Setting off a fire alarm
* Possession of tobacco
* Destruction or theft of school property

**Suspension and Dismissal:**

It is understood that staff will attempt to work with parents, school staff, and the students themselves. In the event of consistent inappropriate behavior, and only after the procedures outlined in the above **Disciplinary Procedure** instructions have been followed, a child may be suspended from the program at the discretion of the Program Director and Site Coordinator. A child may be suspended from the program indefinitely at the discretion of the Program Director after consulting with the School Administration.

**Special Situations:**

**Bullying/Harassment**-In the event that the program staff become aware of a situation where bullying/harassment may be occurring, staff will alert the Program Director and/or Site Coordinator. The Program Director will create a report based on information received from the students and staff. The Program Director will then provide the school Principal with information so a decision can be made regarding the next steps.

**Diversity-** In alignment with District Policy ADD-A/EBB-A the after school program will foster an environment of inclusion, diversity, openness, and respect for the many differences that enrich our community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language sexual orientation, gender identity, and disability.

**Termination:**

The decision to terminate participation is always made as a last resort. In some circumstances, however, it becomes clear that the program is unable to meet the extreme needs of a child and it is not an appropriate placement for that student. Such circumstances would be situations in which a youth (1) poses a danger to others or to him/her; (2) acts out at a chronic level of significant disruption that interferes with program operation. These decisions will be made with the help of school administration and program staff. Ultimately, the final decision will be made by the Program Director and/or the Site Coordinator.

**Safety**

**Emergency Procedures for an Accident and/or Injury**

In all cases, 911 will be called if the accident or injury is life threatening. **If a student is seriously hurt at the Afterschool Program, the following steps will be taken:**

1. The person who is present with the most medical experience (highest certification) administers first aid.
2. The situation will be surveyed, the extent of the injury will be assessed and 911 will be called if necessary. **First aid will be administered by the staff. If it is necessary for the child to go to the emergency room,** the Site Coordinator will accompany the student to the hospital (unless the parent or guardian is present).
3. Other students will be supervised and kept safe by additional staff members.
4. The student's emergency information should be reviewed and will accompany the student to the hospital.
5. The parents will be contacted. If they cannot be contacted, the other numbers on the contact sheet will be called. We will not stop until **we reach someone!**
6. The necessary paperwork (Incident or accident report) will be filed and left with the Site Director or the Afterschool office.

**Emergency Drills**

At the beginning of each quarter, staff and students participate in the following drills:

* fire
* shelter in place
* reverse shelter in place
* lockdown

Child’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender \_\_\_\_\_\_ Grade \_\_\_\_\_ Teacher **\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(1)Parent’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_-\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_-\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(2) Parent’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_-\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_-\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency/Contact/Child Release Information**

I authorize the Hinsdale After School Program staff to **take pictures** of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the purpose of publication (i.e. Program Guide, collages, newspaper, website, etc*.*).

**Parent Signature:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

I authorize the Hinsdale After School Program staff to transport my child off school property (walking, biking, automobiles, etc) for off-site activities, while holding neither the staff nor the program responsible for any injuries or harm that my child may incur.

**Parent Signature:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

In the event of an accident I hereby authorize the Hinsdale After School Program **staff to perform First Aid** for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when necessary. In the event that a more serious accident should occur **I authorize the Hinsdale After School Program staff to utilize First Aid/CPR** and for my child **to be transported to an emergency medical facility** to receive emergency medical treatment. I also **authorize the ambulance/rescue attendants to administer treatment that is medically necessary** and I **authorize the emergency medical facility to undertake examination and treatment if warranted on behalf of my child**.

**Parent Signature:** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Are there any medial issues that the Hinsdale After School Program staff needs to be aware of? Please explain. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I understand that from time to time students may be asked to complete surveys per HSD Policy ILD & ILDA. Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please write below the name(s) of person(s) who may assume responsibility for this child if for any reason the parent or guardian cannot be reached or is unavailable to pick-up this child from the program. **Under no circumstances will the child be released to anyone except those listed on this form without written authorization from the parent or guardian.** It is legal for either parent to pick up a child from Hinsdale After School Program unless a copy of a court order restricting visitation is on file with both programs.

Name Relationship Phone Number

Name Relationship Phone Number

**Receipt of Handbook Form**

Dear Parent/Guardian:

Please return this form to the H.A.S.P. Office, c/o Maryanne O’Malley once you have read through the handbook. Thank you in advance for your cooperation.

I acknowledge and understand the policies and procedures outlined in the Hinsdale After School Program Handbook. I will share in the responsibility of helping my child(ren) understand them as well, as they pertain to their participation in the program.

­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date