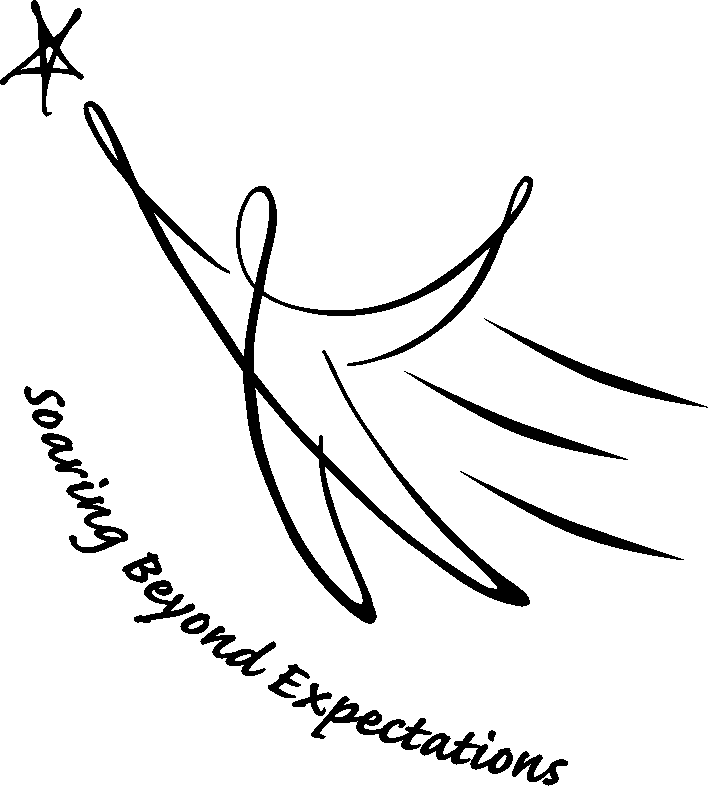
**Hinsdale After School Program (HASP)**

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

**Policies and Procedures Guidebook**

**Hinsdale School District**



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**Statement of Purpose**

The policies and procedures in this document are meant to address the specific requirements of the grant and as such are designed to support the program. In the absence of an existing HASP policy, HASP will follow and adhere to district policies. The full district policies are accessible via the web at www.hnhsd.org.

**Organizational Structure**-

Hinsdale After School Program (HASP) operates at two sites: Hinsdale Elementary School and Hinsdale Middle/High School. The administrative team is composed of the following members: one full-time Director, who oversees all programs, one part-time Site Coordinator. The HASP Advisory Committee meets at least 4 times per year to support the Program Director and Site Coordinator with input and guidance to the program.

HASP’s Advisory Committee consists of parents, teachers, community partners, school administrators and school board members.

HASP Advisory Committee

Mr. Wayne Woolridge Hinsdale School District Superintendent

Ms. April Anderson Hinsdale School Board Member/Parent

Ms. Holly Kennedy Hinsdale School Board Chairperson

Ms. Karen Thompson Hinsdale School District Director of Curriculum, Instruction and Assessment

Mr. John Barth Hinsdale Middle/High School Principal

Mr. Joseph Boggio Hinsdale Elementary School Principal

Ms. Ann Marie Diorio Representative of Hinsdale Community

Center Recreation Department

Ms. Ticara Allen Hinsdale Middle/High School Student

Ms. Maryanne O’Malley Hinsdale After School Program Director

**Enrollment**

HASP provides a variety of programming throughout the summer and school year at both sites. The program will work with the Hinsdale School District to ensure that each student may access the program.

Each site has an enrollment goal that represents the number of “regular attendees” (attending 30 days or more throughout the year) that HASP must strive to meet. At the elementary site, the grant goal is to serve at least 185 youth per year (130 of which are “regular attendees”). At the middle school site, the grant goal is to serve at least 120 youth per year (80 of which are “regular attendees”.

Enrollment for each quarter or session will take place during the week prior to the quarter or session. This is HASP’s “open registration” period HASP asks that parents re-enroll students each quarter so that we may maintain current pertinent information such as emergency contacts and phone numbers.

Enrollment is open to students in grades Kindergarten through grade 8. Kindergarten programming starts one week after the first week of school to allow time for our newest students to adjust to a full day of school.

**Attendance**

HASP encourages its participants to attend regularly. To receive the full benefit of the program it is recommended that students are not picked up until they have completed their enrichment activity. This provides each student with the opportunity to participate in both academic and enrichment activities. In the event of unexplained excessive absences, contact will be made to the parent/guardian, by the Program Director. The Program Director will identify reasons for unexplained absences and address areas that may have contributed to them. If a waitlist exists, the Program Director will determine if the spot currently taken by the absent student may be given to another student on the list.

**Waitlist**

In the event that space becomes limited, HASP may need to create a waitlist. Students who meet our “target” (see below for the definition of target population) population will have first priority. When a spot becomes available at any grade level, the parent/guardian of the student who is in that grade and on the waitlist will be notified of the vacancy by the Program Director.

**Targeting**

A policy has been created to ensure that HASP serves those in greatest need. Our targeting policy is as follows:

**Hinsdale After School Program (HASP) Targeting Procedure**

In an effort to provide programming to youth with a focus on those with academic needs, social/emotional needs or other circumstances as outlined in the 21st Century Community Learning Centers Grant, HASP will adhere to the following procedures regarding targeting/inviting youth to participate in HASP’s programming:

1. HASP’s Program Director will meet with school principals to identify students who are in academic need and could benefit from attending the program. We will also meet to discuss students and behavior referrals during the school day and decide if attending program could be a possible benefit for these students.

HASP will invite students to attend in the form of a letter, email, or phone call invitation from the school’s principal and/or Program Director. These students will receive an invitation prior to “open registration” to ensure that they have an opportunity to attend programming.

2. All students in grade K-8 will receive a registration packet at the beginning of each quarter (elementary) or session (middle school). Students at the Elementary School will receive their packets via “Friday Folders.” Students at the Middle School will receive registration information through emails to parents’ email addresses. Registration information will also be available at the main offices of the Elementary and Middle/High School.

3. HASP will welcome any student who wishes to attend (see “Accommodating Students” below). HASP will not turn any student away for lack of ability to pay. Scholarship forms will be provided with each registration packet at the Elementary School. HASP’s Middle School program does not charge a fee to attend.

**Accommodating Students**

The Hinsdale HASP leadership and staff regularly take part in Hinsdale School District professional development opportunities that address best practices in accommodating students with all kinds of needs. HASP also provides program-specific professional development for staff that address current topics and best practices in out of school time program delivery. The Program Director regularly meets with building administration, teachers, and specialists to keep up to date and informed about program participants and their individual needs.

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.

**Fees**

HASP’s current fee structure is as follows:

* Middle School program: No fee for before and after school programming.
* Elementary School program: Fees based on free/reduced guidelines:
* AM Program: Free: $0.50/Reduced: $1.00/Full: $2.00 per day/per person
* PM Program: Free: $1.00/Reduced: $2.00/Full: $4.00 per day/per person.

**Fiscal and Programmatic Monitoring**

* The business office of the Hinsdale School District acts as the Fiscal Agent for HASP. The Business Administrator, Payroll/Accounts Payable Clerk and Director of Human Resources all provide support to HASP.
* A Memorandum of Understanding (MOU) exists between the Hinsdale School District and HASP to ensure fiscal and programmatic fidelity.
* HASP also has local partners to assist with providing quality programming, such as the Hinsdale Community Center Recreation Department and the Monadnock Regional Afterschool Collective.

**Safety**

* HASP follows the protocols for safety and security set by the Hinsdale School District. Fire and safety drills take place with staff and students on a quarterly basis.
* 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/CPR is maintained by the Program Director.

**Program Implementation**

* Project Plan- HASP’s Advisory Committee meets quarterly and will review grant goals as provided by the State of NH’s 21CCLC program as well as local goals that HASP goals. Adjustments will be made as necessary, and goals will be updated yearly.
* Sharing of Student Data- Members of the Administrative team will share necessary student data with the Program Director to help meet grant goals and objectives set forth by the NH21CCLC Office. This sharing of data allows communication with teachers and counselors. HASP abides by FERPA (Family Education Rights Privacy Act).
* Needs Assessment- Each spring, HASP’s Program Director will survey parents, staff, and stakeholders to determine needs within the program for the upcoming school year. This data will be used to guide yearly program implementation.
* Student Interest Inventory-Student interest inventories will be completed at least once a year. The inventory will help drive programming for the upcoming sessions. This information will be used to guide yearly program implementation.
* Activities- Both sites will offer activities in the categories listed below:
  + Academic enrichment
  + College/career exploration and readiness
  + Enrichment/Recreation
  + Family Literacy and Involvement

The Program Director will be responsible for entering activity categories and sessions into the 21CCLC online reporting system (CAYEN) to ensure accurate reporting.

**Daily Operations**

* Hours- The number of hours each site will be open is determined by the content of the original, approved 21CCLC grant proposal written for Hinsdale.
* Operating Days- The number of days each site will be open is determined by the content of the original, approved 21CCLC grant proposal written for Hinsdale. HASP must provide programming for at least five weeks every summer.
* Transportation- Each Spring, a needs assessment will be provided to determine if transportation is necessary. Currently, the Hinsdale School District offers a late bus for our middle/high school students.
* Snacks- The following procedure is in place to ensure that students who attend the program receive a healthy snack each afternoon.
  + Each morning, the program director informs the cafeteria manager how many snacks will be needed for that day. The program director also informs the manager how many snacks were consumed the day before.
  + Before the program begins, staff members pick up snacks from cafeteria (at both sites).
  + Students must take all components of snacks to correctly account for the number of snacks consumed.
  + Extra snacks are returned to the cafeteria.
* Student Discipline- Children who attend HASP are expected to adhere to the Hinsdale School District’s student code of conduct policy. The behavioral expectations of youth during out of school program are the same as during the school day. HASP strives to create a relaxed, safe, supportive environment, which reinforces social skills learned during the school day. Discipline and guidance are based on an understanding of the needs and development of the child and the circumstances of the incident.

Guidance will always be positive, productive, and immediate when behavior is inappropriate. No child will be humiliated, shamed, frightened, or subjected to verbal or physical abuse while in the care of HASP’s program staff.

In the event that a student is not following the rules, an Afterschool behavior policy for general discipline has been set up to help the student refocus on participating in a safe and community-conscious way.

Serious or repeated behavioral problems will be documented, and action will be taken by the Program Director to communicate with the parent/guardian of the student regarding their behavior. In the case of consistent inappropriate behavior, a child may be suspended from the program. Some behaviors are non-negotiable and will warrant immediate suspension such as fighting, threatening harm, harming, or assaulting a teacher or student. A child may be suspended from the program indefinitely at the discretion of the Program Director and Site Coordinator after consulting with the School Administration.

**Data Collection**

* Teacher Surveys- Teacher surveys will be completed in May of each year to determine if students enrolled are improving. This data will be included in the year-end report and help to determine updates to the program plan and programming for the upcoming year.
* Parent Surveys- Parent surveys will be completed at the end of the school year to determine satisfaction with the program and the impact on students in school and at home. This data will be included in the year-end report and help to determine updates to the program plan and programming for the upcoming year.
* Student Interest Inventories- Student interest inventories will be completed at least once a year for students in elementary and middle school. The inventory will help drive programming for upcoming sessions. This information will help to update the program plan for the upcoming year.
* Attendance- Attendance will be entered into the online reporting system (CAYEN) by the program director in a timely manner.
* Internal Monitoring- Data will be reviewed for accuracy weekly.
* Site Monitoring- Site monitoring will be done through observations by the Program Director.