

Healthy Williston Healthy Youth
Community After School Club
21st Century Learning Center
Family Handbook
2005-2006

Welcome to the
Healthy Williston Healthy Youth
Community After School Club!

This project has been funded through Healthy Williston Healthy Youth along with a 21st Century federal grant from the US Department of education and administered by the North Dakota Department of Public Instruction.

CASC are in operation at Lewis & Clark, Hagan, Rickard, Wilkinson, St. Joseph's, & Trinity Christian Elementary schools. These centers provide expanding learning opportunities and enrichment activities outside of the regular school hours for children in safe and healthy environment.

Mission Statement:

To empower all children to learn and succeed in a changing world.

Vision Statement:

The Healthy Williston Healthy Youth & 21st Century community After School Club will bring both school & community to common grounds that will foster students & community members to realize their potential & promote life long learning experiences.

Program Goals & Objectives:

Goal 1: To provide a safe , nurturing environment for children outside of the regular classroom.

Objectives:

1. Provide after school care for students.
2. Decrease the number of student behavioral incident reports.

Goal 2: To provide a exciting learning environment for academic growth & improvement.

Objectives:

1. Increase each child's reading level, especially those children whom are not currently reading at their appropriate grade level.
2. Increase each child's mathematical level, especially those children whom are not currently working at their appropriate grade level.

Goal 3: To establish lasting partnerships between families, students & the Williston Community.

Objectives:

1. Increase a students interaction with positive role models/mentors that will provide individual assistance with homework and to teach new skills.
2. Develop leadership skills & responsibility to each student by increasing students service to the community.
3. Provide opportunities for children & their parents to spend quality time together and establish life long educational & recreational activities.
4. Explore community resources that stimulate critical thinking skills, lead to career choices, and teach lasting skills.

Program Information

The calendar for the Community After School Club follows each site school calendar. On days when there is no school, the CASC won't be in session. On days when there is early dismissal the CASC will begin at the dismissed time. (2:00)

The 21st Century Community After School Club Centers are funded through a grant, so the rate of pay for staff is not required to follow the posted pay scale of the Williston Public School, Trinity Christian School, and St. Joseph School.

All hourly staff must use a time sheet to record hours worked. Hours are recorded on a Monday-Friday basis. Time sheets are to be turned into each Site Supervisor after completing the final scheduled shift for the week. Employee name, position, school, and work week should be recorded on each time sheet. Refer to the pay schedule for a listing of pay periods and actual pay dates. Paychecks will be distributed to each site on pay day.

Employees will be provided with a current phone list of all CASC program staff. The site coordinator should be contacted as early as possible if a shift will be missed due to illness or emergency. Notification of absence or tardiness must be given to the Site Coordinator in person or by telephone. Leaving a message on an answering machine to report an absence or late arrival should be done as a last resort and only if you can't make contact with the Site Coordinator, Project Director, or school secretary.

Request for time off must be made to the Site Coordinator or Project Director as far in advance as possible, using a leave request form. It is important that the Site Coordinator have sufficient time to make arrangements for a substitute. Not all request for time off can be approved.

Dress Code:

Dress for staff is casual as staff is required to be energetically involved in all arranged activities including but may not be limited to gym, arts & crafts, field trips, and outdoor play. All staff are to serve as positive role models for the children and their families. Choices regarding clothing, hair color, body piercing, etc. should reflect a positive role model.

Active Involvement:

Staff is required to be actively involved with the children that they have been assigned. Do not spend time visiting with other staff while working with assigned students. The primary focus is to interact with the children on a continual basis and to provide a safe and positive environment for learning and enrichment opportunities. When possible, an adult to student ratio of 1 to 15 will be sustained.

Curriculum:

The Site Coordinators are responsible to organize and develop the program curriculum. Projects and activities are based upon the interests of the children involved in the program. Suggestions for activities are always welcome. If special supplies or materials are required for an activity, request supplies from the Site Coordinator. If allowed by the program budget and approved for purchase, the supplies will be obtained.

Communication:

A child's parents/guardians play an important role in each child's life & education. Parent's/Guardians are encourage to have an active role with their child & the functions of this program. Communication among the staff & parents/guardians should first be shared with the Site Coordinators who then will assess the appropriate plan of action. Always remain on a positive level with parents even when negative issue must be discussed.

Confidentiality will always be maintained. Information regarding any enrolled student or incident should not be shared outside of the program. Please feel free to share the positives happenings from the program regarding participation numbers, special activities, and academic success.

Team work among staff is essential to the operation of the program. Positive communication between all sites is necessary. The 6 program sites are not in competition among each other. Comparisons regarding enrollment numbers, activities, staff numbers, etc. is highly discouraged. Each individual site will operate on the needs of the student enrolled. Remember we have a lot to learn from one another.

Accidents and/or Illness

In a case of a medical emergency, registration forms are on file which contain all needed & individual information for enrolled students. Report any accidents and/or injuries to the Site coordinators. As required the details of the incident will be documented. Parents must be informed of all accidents and/or injuries.

CASC staff are not responsible to administer any medication unless it is for a medical emergency or school policy. (i.e.: allergic reaction, asthma treatment etc..)

Behavioral Guidelines:

Staff & Students are expected to conduct themselves in a positive manner emphasizing the six pillars of Character Counts! Respect, Responsibility, Caring, Citizenship, Trustworthiness, and Fairness.

Incidents which threaten the safety & well being of others may result in a short term suspension from the program. Continued incidents & those of serious nature may result in dismissal from the program. Keep the Site Coordinator informed of discipline issues with individual students. Program staff may never dismiss or suspend a child from the program without the director's approval & parental contact.

Staff Development:

Staff development opportunities will be scheduled for program staff. Employees will be paid their regular hourly rate for attending these sessions.

Evaluation:

Job performance will be evaluated by Site Coordinator based on district policy. Employee feedback and evaluation of the program by staff, parents, and students is an important tool in enhancing the overall quality of this program. Employees should feel comfortable in sharing their ideas or concerns with the Site Coordinator or Project Director. Staff meetings will be held at the District office 1 time each month.

Project Director

Jody Cymbaluk