



The Avery County Youth Opportunities Program Parent Handbook

Welcome to Avery Youth Opportunities Program! Avery YO! is the result of a strong and collaborative effort between WAMY Community Action, Inc., Avery County Cooperative Extension and 4-H, and Avery County Schools. We are excited for you to be here and look forward to an incredible year. Please take the time to read the details pertaining to Avery YO! and get in touch with us if you have any questions, comments or concerns.

COMPLETED PACKETS:

Only students with completed registration packets will be allowed to attend the YO! program. All information has to be completed before attending.

- 1. Completed Application Form**
- 2. Completed Picture ID Form**
- 3. Immunization Record**
- 4. Signed Discipline Policy Form**
- 5. Code of Conduct**
- 6. Permission/Release Form(2 Signatures Required)**
- 7. Sunscreen Permission Form**
- 8. DSS Voucher (if applicable)**
- 9. Signature Receipt Form**
- 10. NC WISE Release Form**
- 11. Parent Survey Form**



Avery Youth Opportunities currently operates at seven locations:

- 1. Newland Elementary**
- 2. Banner Elk Elementary**
- 3. Crossnore Elementary**
- 4. Riverside Elementary**
- 5. Freedom Trail Elementary**
6. Cranberry Middle School
7. Avery Middle School

The programs listed in bold print are licensed.

OPERATING HOURS:

The elementary school YO! Program operates Monday – Friday from the time school lets out – 6:00pm. The middle school YO! program operates from Monday – Thursday from the time that school lets out – 6:00pm.

- Avery YO! is closed on school holidays and snow days.**
- Avery YO! elementary sites will be open on all early dismissal days, both planned and weather related.**
- Avery YO! middle school sites will be closed on early dismissal days, both planned and weather related.**
- Avery YO! is open on all regular school days.**
- Avery YO! is open on days when there are one or two hour delays.**
- If school is closed entirely due to weather, our centers are closed as well.**
- After school busses will NOT run on early dismissal days due to weather. After school busses will NOT run on days when school is delayed due to weather. They will run on regularly scheduled early dismissal days.**

Elementary school sites will begin operating the after-school program on August 17, 2009 and will continue through June. Middle School sites will begin operating the after-school program on September 8, 2009. Busses will begin running for the program on September 8, 2009 and will continue running throughout the year.

PROGRAM DESCRIPTION:

The Youth Opportunities Program is designed to ensure that the whole student is provided with tools to reach his or her full potential. At the centers, your student will eat a healthy snack, receive mentoring, tutoring and homework assistance, participate in health related activities, and engage in academic and hands on learning fun.

The program strives to make learning fun and experiential as well as homework and classroom based. We appreciate your input and support for the program and hope you will take the time to participate in some of the activities and workshops offered.

Survivor: The Ultimate Afterschool Adventure will continue to provide physical fitness activities, group games, team building initiatives, and healthy lifestyle education. We invite you to participate in the healthy living workshops that will be provided with this program.

If you participate or volunteer in ANY activities with Avery YO!, please be sure to sign in as a parent-volunteer or participant on that day. Your site coordinator has the sign in sheet.

Behavior and Communication System:

Your student/students are expected to adhere to all rules and regulations, follow the code of conduct and follow directions from staff, volunteers and program leaders. If behavior, personal safety or the safety of others becomes an issue, you will be notified to pick up your child immediately. The acting site coordinator at your school will review a report with you concerning the incident. S/He will ask you to

sign the report saying that you understand what happened and the consequences for the behavior.

If you have any questions or comments, please feel free to ask your site coordinator or call the Program Coordinators at 737-0057, 387-7915, or 773-8726.

PARENT CONDUCT:

We are striving to create a safe/ fun environment for youth, staff and parents. In order to ensure a secure place for your student, student's parents/ guardians must also adhere to all rules and regulations. These rules apply in any setting where students are in attendance whether on school grounds or field trip settings. If parent's behavior is considered threatening or unsafe by the site coordinator, your student's services may be suspended or terminated if deemed necessary. Parents should refrain from any verbal or physical altercation with any staff member, students, or other parents. Site coordinators have received instructions to contact the proper authorities to ensure everyone's safety.

PICK UP:

ONLY the individuals listed on the student/students pick-up list may pick up your student/students. Registered sex offenders may not be allowed to pick students up.

If there is an existing legal custody document, please send a copy with your registration packet. As legal custody changes, please send updated information.

If you arrive later than 6:00pm, late fees will apply. Late fees are \$5.00 per child for every 15 minutes late. You will be provided with an invoice at the time of pick-up.

There is a transportation service available if you choose to use it. Please talk to your site coordinator/ program director if you are interested in utilizing the bus service. We will need a two day notice before transportation is utilized in order to arrange drop off spots and inform the bus drivers of new students.

Things to leave at home:

We are striving to create a fun, safe learning environment for children ages 5 –18 years old. In order to ensure safety, DO NOT BRING: cell phones, radios, jewelry, CDs, MP3's, CD players, pagers, video games, magazines, IPODS, roller/wheel shoes, skate boards, knives, cigarette lighters, tobacco, drugs, non-prescription drugs, alcohol, guns (including play guns and water guns), fireworks, weapons, gum, pets, large sums of money, or anything of great value. Should your student bring one of these items, it will be held by the site coordinator and your student might face suspension from the program.

MEDICAL INFORMATION/RELEASE FORM

The Medical Information/Release Form must be fully completed and returned to the site director. Please make sure you indicate a doctor, the doctor's phone number, and a hospital preference. Additionally, let us know of any special medical condition and all allergies. If your student has an inhaler, we need to have access to one at the site at all times. If your student requires medication during the afterschool hours, you and your doctor must provide prescription information, and a completed medication permission form. All medical information will be kept strictly confidential.

SUNSCREEN:

The Youth Opportunities Program is happy to provide sunscreen for your student; 30 - 50 SPF is provided on hot sunny days. We use either the NO-AD or Equate brands from Wal-Mart. Please remind your student/students that using sunscreen helps protect their skin. A sunscreen permission form must be completed before beginning the after school program.

SIGN OUT FORM:

Each day your student/students must be signed out by an adult/parent/guardian, in which the name appears on the pick up list. Avery YO! will not release any student/students unless the person picking up the student is on the pick up list. In order to ensure each student's safety, you must physically come into the building and sign your student/students out of the program on a daily basis. No other student will be allowed to sign out another student, including themselves or other siblings under any circumstances.

Contact Information for the Program:

The Youth Opportunities Program supplies each center location with an emergency cell phone. These cell phones will ensure each student's safety and will give parents the opportunity to contact staff in case of an emergency. Please feel free to contact the Youth Opportunities Program Staff if you have an emergency. However, due to supervision being the number one priority, you might have to leave a message or try calling the administrative office if you cannot get through. Phones will be on from 2:30-6:00pm daily.

SITE CONTACT INFORMATION:

Cranberry Middle YO! - 387-7845

Avery Middle YO!- 387-7832

Freedom Trail YO!- 387-7810

Banner Elk YO!-387-7908

Crossnore YO!- 387-7857

Riverside YO!- 387-7892

Newland YO!- 387-7864

OTHER CONTACT INFORMATION

Avery YO! Office: 737-0057

Avery YO! 4-H: 733-8273

Cooperative Extension Office- 733-8270

Please remember that the Youth Opportunities Program is not the principal's responsibility or the Avery County School's responsibility. If you have a concern or would like an issue addressed, please call 737-0057 and ask for the Avery YO! Program Directors or call 733-8273 and ask to speak to the Avery YO! 4-H program.

The mission of Avery Youth Opportunities:

We strive to “encourage each student and his or her family to reach their full potential by providing all encompassing enrichment opportunities, hands-on learning, and experiential activities in a fun, safe, and high quality learning environment.”

Expectations of the Student:

- **We expect your student to be in the program on a regular basis. We anticipate a waiting list and your child could lose their spot in the program if they miss more than 4 days in a row.**
- **We want your student to be actively involved in setting up individual academic goals and participating in activities. We want your child to have a part in watching his or her progress throughout the year.**
- **We expect your student to obey the rules established by the discipline policy and the code of conduct policy. Failure to do so could mean temporary suspension or permanent suspension from the program. We have many students we are serving and need to ensure a safe and secure environment for all involved.**

Expectations of the Program:

- **We will work to engage each student and make learning fun.**
- **We will listen to concerns and work to address them in the best possible way.**
- **We will do our best to work collaboratively with you and your student.**

Homework:

Avery YO! has a variety of goals and strives to work with each student in the best possible way. However, we cannot guarantee that your student’s homework will be completed each and every day without error. While a certain amount of time will be devoted specifically to homework, it will not be the entire focus. We encourage you to partner with us on this endeavor by encouraging your child to utilize homework time appropriately, by understanding that on some days homework might not be all the way done due to other activities, and to help by looking over the work with your student on a regular basis.

We understand the need to devote time and energy to homework and will do the best that we can to help ensure this need is met. However, with the

number of students and the variety of age of students in the program, we will need a partnership with you to make it work. Thank you!

PARENT UNIVERSITY:

Throughout the year we will advertise and make you aware of special programs of interest. You may find a list of programs in the *YO!-Gurt*, Avery YO!'s newsletter, which comes out quarterly. Additionally, sites will keep you posted by sending home fliers and posting fliers.

We want you to participate in the activities that you find interesting. If you are interested in learning more about a specific topic, please call Jenna Crawley or Bobbie Willard and let them know.

We also encourage you to come and spend time at the site with your student, either as a volunteer or audience member during special events. We believe that parents are a vital part to the success of the program and encourage you to get involved. If you have any questions, please feel free to contact your site director or the program director.

Finally, Avery YO! will be working together to host the second annual Avery County Community Day, held around the first day of spring. We appreciate any and all help as we prepare for and execute the day. Last year, we had over 300 local residents come to participate in fun activities, learn about local resources, support local craftsmen, shop, and celebrate the first weekend of spring. We would not have been able to pull the event off without dedicated students, staff, parents, and community members. Please plan to be a part of it early this year!

Office Hours:

The Program Directors are available by calling 737-0057. If you are unable to reach them, please leave a message as they are often visiting sites. You may also call the cell phones at 387-7915 or 773-8726 if it is an emergency.

The hours from 9-12pm on Thursday morning will be specifically set aside to take calls from parents at the office.

FEES:

Fees will be paid on a monthly basis prior to the month of service. The fee schedule is as follows:

Monday, August 24, 2009	August Fees Due
September 1, 2009	September Fees Due
October 1, 2009	October Fees Due
November 2, 2009	November Fees Due
December 1, 2009	December Fees Due
January 5, 2010	January Fees Due
February 1, 2010	February Fees Due
March 1, 2010	March Fees Due
April 1, 2010	April Fees Due
May 3, 2010	May Fees Due
June 2, 2010	June Fees Due

(June fees will only occur if the school year runs into June.)

Fees paid after due date will be assessed a daily \$5.00 late fee. At the end of a five-business day grace period, services will be terminated. No child/children of that same family will be allowed to come until past due accounts are paid, including all late charges. No credit will be given for absences or transferred to another account.

Because we must staff the sites according to enrollment, no credit will be given for your child being sick, absent from school, family vacations, etc.

You will receive an invoice one week prior to the invoice due date. If you are due a credit, your invoice will reflect credits given. If school is cancelled for the entire school day then you will receive one day of credit for the next month of service. Your next invoice should reflect the number of days credited and the new balance. It is imperative that you pay your account on time for the continued success of the program.

We offer full time and some part-time after school slots. Only a few part-time slots are available at each school. Part-time slots, times and days must be predetermined before beginning the program. The daily rate is \$11.00 per day/\$55.00 per week. This averages \$3.67 per hour.

SCHOLARSHIP PROGRAMS:

We do offer different ways to save on childcare.

Due to the fact that we are licensed, you may qualify for financial assistance through DSS. This program offers a sliding scale fee based on income.

If you are interested in learning more about this program and guidelines you may contact: Amy Trivett with the Avery County Department of Social Services at: 828-733-8230.

Once accepted in the DSS subsidy care program you will be accepted into a full time or part time slot. If full time, your child is expected to be there everyday. This means you will be charged for the full parent fee regardless if your child is there or not.

In the past years, we have been able to provide full scholarships to students through the various grant funded programs. This year, we are asking that IF you are eligible for a scholarship program and would like to apply for a scholarship, you first talk to Amy Trivette at DSS and apply for the sliding scale subsidy option. After talking to Ms. Trivette, please call Avery YO! at 737-0057 and talk to the program directors about the requirements for having the parent fee waived.

You can pay either by cash, check or money orders. At this time we do not accept credit cards. Please make your check payable to:

W.A.M.Y. Community Action Inc.

Please give your payment to your site coordinator and make sure that you get a receipt.

If you decide to terminate your child care slot you must give a two-week written notice. You will be charged for the two-week period whether your child/children is/are not in attendance of the Youth Opportunities Program.

BEHAVIOR AND DISCIPLINE:

At Avery Youth Opportunities, we do our very best to work with and encourage all the students. Below is the discipline and behavior management policy.

In addition, site coordinators have incident report forms that they fill out if a student's behavior is repeatedly inappropriate or unmanageable. A student can be suspended from the program for one day, three days, one week, or the remainder of the school year. Please keep an open line of communication with staff members regarding your student's efforts, improvements, behaviors, achievements, and areas of growth. We do our best to meet each student at his or her individual level and want each one to be active, positive, and excited to be in Avery YO!. At times, we must also face very hard decisions about keeping students in the program for a variety of reasons. We find that it helps immensely if guardians can encourage their students to do well in Avery YO! and if they keep an open line of communication with the site staff.

Avery Youth Opportunities Program

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interaction from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

We:

- | | |
|---|---|
| <ol style="list-style-type: none">1. DO praise, reward and encourage the students.2. DO reason with and set limits for students. | <ol style="list-style-type: none">3. DO model appropriate behavior for students.4. DO modify the classroom environment to attempt to prevent problems before they occur. |
|---|---|

5. DO listen to students.
6. DO provide alternatives for inappropriate behavior to the students.
7. DO provide students with natural and logical consequences of their behaviors.
8. DO treat students as people and respect their needs, desires and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to students on their level.
11. DO use short supervised periods of 'time-out'.
12. DO stay consistent in our behavior management program.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the students.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse students.
3. DO NOT shame or punish students when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting or sleeping.
6. DO NOT leave students alone.
7. DO NOT place students in locked rooms, closets or boxes as punishment.
8. DO NOT allow discipline of students by students.
9. DO NOT criticize, make fun of or otherwise belittle student's parents, families or ethnic groups.

I, the undersigned parent or guardian of _____

Student's full name

Do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director/coordinator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Student's Enrollment: _____

Signature of Parent or Guardian: _____

Date

* Distribution: 1 copy to parent/guardian; signed copy in student's site file.

CONTACT INFORMATION:

Cooperative Extension Office:
805 Cranberry Street
Newland, NC 28657
Phone: 733-8270
Fax Number: 733-8293

WAMY Community Action, Inc.
Family Resource Center
225 Birch Street, Suite 2
Boone, NC 28607
Phone: 264-2421
Fax: 264-0952