



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 enrollment packets will be allowed to attend the YO! program. All information has to be completed before attending.

1. Completed Registration Form
2. *Immunization Record
3. Release Form
4. Code of Conduct
5. Insurance Information (notarized)
6. Publicity Release
7. School Identification Form with Photo
8. Sunscreen Permission Form
9. Receipt of Handbook Form
10. NC WISE Release Form
11. Transportation Form
12. Registration Survey
13. Discipline & Behavior Management Policy
14. Survivor Participation Form
15. NC/4-H Aquatic Policy
16. Characteristics Information (optional)



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 with an * are licensed sites.*

OPERATING HOURS:

- Elementary YO! Programs operate Monday–Friday from the time school lets out until 6:00 pm.
- Middle School YO! Programs operate Monday–Thursday from the time school lets out until 6:00 pm.
- Avery YO! is closed on school holidays and snow days.
- All Avery YO! sites will be open on early dismissal days, both planned and weather related.
- All Avery YO! Programs are open on all regular school days.
- All Avery YO! Programs are open on days when there are one or two hour weather delays, however, afterschool buses will not run.
- If schools are closed entirely due to weather, all YO! sites 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, (Buses will run on regularly scheduled early dismissal days).
- Elementary school sites will begin operating on August 20, 2012 and will conclude on the last full day of school.
- Middle School sites will begin operating on September 4, 2012 and will conclude on the last full day of school.
- Transportation services home will begin Tuesday, September 4th, 2012. No transportation will be offered on Fridays.

PROGRAM DESCRIPTION:

The Avery YO! Program is designed to ensure that the whole student is provided with tools to reach his or her full potential. At each center, 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 Experience 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:

(828)737-0057 Office
(828)773-4363 Jennifer Woodruff
(828)387-1021 Bobbie Willard

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/guardians should refrain from any verbal or physical altercation with any staff member, student(s), or other adults. Site coordinators have received instructions to contact the proper authorities to ensure everyone's safety.

STUDENT PICK UP:

- **ONLY the individual(s) listed on the student/students pick-up list may pick up your student/students.** No individual that is a registered sex offenders will be allowed to pick up student(s).
- 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 6:00 pm, 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.
- If you are interested in utilizing transportation services when they become available, please talk to your site coordinator/program director. **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.** We also need **detailed** directions to your student's drop-off location for our bus driver.

Things to leave at home:

We are striving to create a fun, safe learning environment for student ages 5 –18. 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 or more 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(s) 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(s) must be signed out by an adult/parent/guardian, that is listed the student's pick up list. Avery YO! will not release any student(s) unless the person picking them up 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(s) 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.

Students that utilize the YO! transportation services, will be signed out by the site staff.

Contact Information for the Program:

Avery YO! provides each site 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 YO! 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 pm to 6:00 pm daily.

SITE CONTACT INFORMATION:

Cranberry Middle YO! -	(828) 387-7845
Avery Middle YO! -	(828) 387-7832
Freedom Trail Elem. YO! -	(828) 387-7810
Banner Elk Elem. YO! -	(828) 387-7908
Crossnore Elem. YO! -	(828) 387-7857
Riverside Elem. YO! -	(828) 387-7892
Newland Elem. YO! -	(828) 387-7864

OTHER CONTACT INFORMATION

Avery YO! Office:	(828) 737-0057
Avery YO! 4-H Office:	(828) 733-8275
Cooperative Ext. Office:	(828) 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 (828)737-0057 and ask for an Avery YO! Program Director or call (828)733-8275 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/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 **attend the program on a regular basis**. If there is a waiting list, your student 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 student 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 twice a year. Additionally, sites will keep you posted by sending home fliers and other important notifications.

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 Jennifer Woodruff 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/guardians 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 our annual Avery County Community Day, held in April. We appreciate any and all help as we prepare for and execute the days activities. In our previous 3 years, we've had over 300 local residents come to participate in fun activities, learn about local resources, support local craftsmen, shop, and celebrate 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 (828)737-0057, Monday through Friday from 9:00 am. to 5:00 pm. If you are unable to reach them, please leave a message as they are often visiting sites. You may also call the Program Director (Jennifer Woodruff) cell phone at (828) 773-4363 if it is an emergency.

The hours of 9:00 am to 12:00 pm on Thursday mornings will be specifically set aside to take calls from parents at the office.

FEES:

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

Monday, August 27, 2012	August Fees Due
Monday, September 10, 2012	September Fees Due
Monday, October 1, 2012	October Fees Due
Monday, November 5, 2012	November Fees Due
Monday, December 3, 2012	December Fees Due
Monday, January 7, 2013	January Fees Due
Monday, February 4, 2013	February Fees Due
Monday, March 4, 2013	March Fees Due
Monday, April 8, 2013	April Fees Due
Monday, May 6, 2013	May Fees Due

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 student/students of the 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 at the end of the month for the upcoming month one week prior to the invoice due date. We do not offer refunds, credits for absences, or vacation.
- Missed school days due to inclement weather will be credited in excess of 3 school closings each month. For example, in the month of January if there are 5 school closings due to inclement weather, you will be credited 2 days to your account. Part time slots will be credited in excess of 3 school closings each month if the closings occur on the designated days scheduled.
- Your invoice reflects payment for the occupied position/slot in the childcare program. It is imperative that you pay your account on time for the continued occupation of the position/slot in the childcare program and 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. Part time slots will be charged at the beginning of the month for the days designated in that month (for example, every Tuesday and Thursday). 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, please refer to page 15 of your student's application. You may also contact: Amy Trivett-Greene with the Avery County Department of Social Services at: (828)733-8230.

Once accepted in the DSS subsidy 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 IF you are eligible for and would like to apply for a scholarship, that you first talk to Amy Trivette-Greene at DSS and apply for the sliding scale subsidy option. After talking to Mrs. Trivette-Greene, please call Avery YO! at (828)737-0057 and talk to the program directors about the requirements for having the parent fee waived.

Payments can be made 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 receive a receipt.

If you decide to terminate your student's afterschool 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.