Avery Youth Opportunities Afterschool Program

2017-2018 Parent/Guardian Handbook

Welcome to Avery Youth Opportunities Program! We are excited for you to be here and look forward to an incredible year.

Avery Youth Opportunities currently operates at eight locations:

. *Newland Elementary
*Banner Elk Elementary
*Crossnore Elementary
*Riverside Elementary
*Freedom Trail Elementary
. Cranberry Middle School
Avery Middle School
Avery High School

Sites are licensed through the NC Division of Child Development and Early Education.

OPERATING HOURS:

Elementary YO! Programs & Cranberry Middle YO! Programs operate Monday–Friday from the time school is released until 6:00 pm.

Avery Middle School YO! Program operates Monday–Thursday from the time school is released 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, YO! AFTERSCHOOL VANS WILL NOT RUN.

**If schools are closed entirely due to weather, ALL YO! SITES ARE CLOSED ALSO.

**Afterschool vans will NOT run on early dismissal days due to weather.

**Afterschool vans will NOT run on days when school is delayed due to weather, (Vans will run on regularly scheduled early dismissal days).

All YO! Afterschool sites will begin on Monday, August 28th, 2017
Transportation services home will begin Tuesday, September 5th, 2017

NO TRANSPORTATION WILL BE OFFERED ON FRIDAYS for elementary or middle school programs.

PROGRAM DESCRIPTION:

The Avery YO! Program is designed to ensure that your 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.

Avery YO! 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.

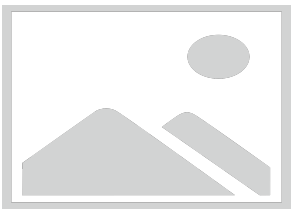
The acting site coordinator, at your YO! afterschool site, will review a report with you concerning the incident. S/He will ask you to sign the report saying that you understand what happened and the consequences for the behavior.

If you have any questions or comments, please feel free to ask your site coordinator or call the program coordinators at:

Administrative Offices:

(828)733-0156 Emily Greer, YO! Director

(828)733-8270 Bobbie Willard, 4-H Extension Agent



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, the 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.

It is the responsibility of the parent/guardian to provide any item(s) needed by their youth in order to participate in the Avery YO! Program activities.

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) or are allowed on school grounds.

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 drivers of new students. We also need detailed directions to your student's drop-off location for our driver(s).

THINGS TO LEAVE AT HOME:

We are striving to create a fun, safe learning environment for our students. 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.

SNACK:

Avery YO! will provide all youth with a healthy snack each day in accordance with the general nutrition requirements set forth by the Division of Child Development and Early Education and the USDA.

- Avery YO! will accommodate youth with special dietary needs upon written request from the parent/guardian.
- Weekly snack menus will be posted/displayed at each site.

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. Action Plan forms are available if your student has diabetes, asthma, seizures, or food allergies. 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. ***Additional Health Requirements listed on page 11.***

SUNSCREEN:

The Avery 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.**

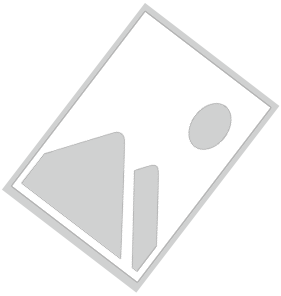
In order to ensure each student's safety, **you must physically come into the building and sign your student(s) out of the program on a daily basis**. No other student will be allowed to sign out another student, including themselves or other siblings under any circumstances.

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.

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**
Avery High School YO! -	**TBA**



OTHER CONTACT INFORMATION

Avery YO! WAMY Office/Boone: (828) 264-2421
Avery YO! WAMY/Newland: (828)733-0156
Avery YO! 4-H Office: (828) 733-8270

Please remember the Avery Youth Opportunities Afterschool Program is NOT the responsibility of the school's principal or Avery County Schools. If you have a concern or would like an issue addressed, please call 828-733-0156 and ask to speak to the Avery YO! program director.

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 slot in the program if they miss more than 4 days in a row. We recommend that each child attends the program at least 3 days each week in order to make the best progress. Failure to attend regularly will result in termination of the program slot.

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 of Avery YO! 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 completed due to other activities, and to help by looking your student's work 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 OPPORTUNITIES:

Throughout the year, we will advertise and make you aware of special programs of interest to you. You may find a list of programs in the *YO!-Gurt*, Avery YO!'s monthly newsletter, that you will receive from your site coordinator. Additionally, sites will keep you posted by sending home fliers and other important notifications. "Like" us on Facebook to stay in the know: Avery Youth Opportunities

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 Emily Greer, Avery YO! Program Director or Bobbie Willard, 4-H Extension Agent, and let them know.

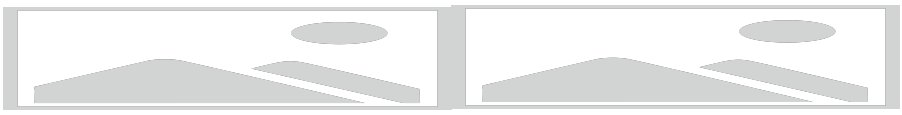
Also, we encourage you to come and spend time at the site with your student, either as a volunteer or audience member during special events. We believe that parents/guardians are a vital part to the success of the program and encourage you to get involved. If you have any questions, please feel free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

The Program Director is available by calling the W.A.M.Y. Community Action office at (828)733-0156 Monday through Friday from 8:00 am. to 4:30 pm.

If you are unable to reach someone, please leave a message as they are often visiting sites. You may also call the following Program Directors:

Emily Greer/WAMY Community Action, Inc. --cell (828) 773-4363
Bobbie Willard/Avery 4-H Youth Development – cell (828)963-0241

Also, the hours of 9:00 am to 12:00 pm on Tuesday & Thursday mornings will be specifically set aside to take calls from parents to address any concerns or answer any questions you may have, **PLEASE CALL (828)733-0156.**



NEW POLICY ON MONTHLY FEES

Please Note: NEW BILLING PROCESS EFFECTIVE AS OF AUGUST 28th, 2017.

Beginning with the 2017-2018 school year, Avery YO! Afterschool we will be charging a fee of $20.00 per month/per youth, (these fees will help cover licensing and other administrative costs). Parents/guardians will receive a monthly invoice from the North Carolina Cooperative Extension Service, Avery County Center. This fee will be billed for the previous month.

Avery YO! accepts Childcare Subsidy through the Department of Social Services. Those qualifying for subsidy will receive a reduced monthly and daily rate. This rate is calculated on a sliding scale based on income and family size. For more information about the DSS Childcare Subsidy program, please contact Amy Greene at 828-733-8230.

Invoices will be distributed to each participant's afterschool site and distributed by the site coordinator. Payments are due by the 2nd Friday of each month and maybe paid by cash, check or money order. Payments should be mailed to or paid in person at the:

North Carolina Cooperative Extension Service
Avery County Center
805 Cranberry Street
Newland, NC 28657
Attn: Bobbie Willard, 4-H Extension Agent

Please make checks/money orders payable to:

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

Payments will NOT be accepted at the YO! Afterschool sites!

The YO! afterschool program concludes operations at 6:00pm. *A late fee of $5 per 15 minutes past 6:00pm will be charged to your account. Failure to pay late fees could result in termination.*

Please be aware that if you have an outstanding balance from 4-H Summer WOW or YO! Afterschool program, your student will not be allowed to attend YO! until the balance is paid.

If you have a question regarding the YO! afterschool billing, please contact Bobbie Willard, 4-H Extension Agent, at (828)733-8270.

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.

ABUSE/NEGLECT: – If Avery YO! staff suspect and/or witness incidents of child abuse or neglect; a report will be made immediately to the Department of Social Services by the staff person who suspects/witnesses the abuse/neglect.

INSURANCE INFORMATION:

The Avery Youth Opportunities Afterschool Program and Avery County 4-H requires participants to have medical insurance information on file, if applicable. If you do not have insurance, you must still complete the insurance form and have this form notarized. This form also authorizes consent to the program to address the health care of youth participants. Avery 4-H program purchases insurance for the youth participants for many sponsored events. In some cases, this coverage will not pay for some medical expenses and it may be necessary to bill the family or your insurance company. Please read over this form carefully as you complete your student's registration packet.

EMERGENCY PREPAREDNESS PLAN:

Avery YO! will adhere to the 'Emergency Preparedness Plan' established and approved by the Avery County School Board; each room, at each individual site, has an Emergency Preparedness Plan posted along with a detailed evacuation visual and instructions.

FIELDTRIP POLICY:

Fieldtrips will be scheduled throughout the school year. Youth may be transported by yellow school bus, activity bus and/or 4-H van(s); all bus drivers will be approved by the school board and van drivers will be approved by the Avery YO! administration. All field trips will relate directly to planned activities/objectives of the program. Parents/guardians will receive notification prior to the trip and will sign a permission form that will include date, purpose, transportation mode, destination and departure/return information. A field trip description and additional information will be provided to both the office at each site as well as to the Avery YO! Administrative staff. Emergency contact information for each youth in attendance will be maintained by Avery YO! staff at all times during the field trip.

HEALTH ISSUES:

If youth need to be given medication during the program, parents/guardians must have a doctor fill out a 'Permission To Administer Medication" form. These forms will be provided by the On-Site Coordinator. All medications are required to be in their original container with dosage and current date. Over the counter medications must be in original container with expiration date and the same procedure as above. Staff will not administer any medication on a form that states "as needed". Parents/guardian(s) will be called to the site to administer any medications that are listed "as needed'.

HEALTH ISSUES: (Continued)

If a youth is sick or becomes sick, (as determined by the On-Site Coordinator), upon entering or while participating in the program, the child will be separated from the group and will be made as comfortable as possible in a designated, isolated location and a parent/guardian will be notified. It is the parent/guardian's responsibility to pick up youth as soon after notification, as possible. Though isolated from the group, the sick youth will continue to be supervised by staff at all times.

Staff are trained to recognize communicable diseases and will adhere to specific procedures as outlined in the First Aid Training.

Thank you again for enrolling your student in the Avery Youth Opportunities Afterschool Program. We will strive to offer your student as many opportunities as possible to ensure your student has the tools to reach his/her full potential! Please feel free to stop by the administration office or give any of the program administrators a call if you have any questions, concerns, or comments. Let's make this the best year yet! ☺