

Title VII Native American Program

After School Program

Contact Information:

Phillip Gover – Title VII Youth Advocate

Phillip.gover@adams12.org

Cell Phone: 303-549-5581

Policies and Procedures

Welcome!! We are pleased to have your child join the Title VII After School Program. The following policies and procedures have been implemented to provide a safe and caring environment for your child.

STUDENT INFORMATION

Meals and snacks

A nutritious snack will be served after school.

The After School Program does not allow food to be brought to the program from home to be shared with children for birthdays and special occasions. If you wish to have your child's birthday or special occasion celebrated, please contact the Site Director.

Belongings

A specific area will be designated at the site for the children's belongings. The After School Program is not responsible for lost, stolen, or damaged items. It is recommended that your child's belongings be labeled with his/her name. Children are discouraged from bringing toys from home without permission from the Site Director.

Discipline

The After School Program will encourage the students to display the proper respect of all who participate in the program as well as the items, facilities and buses utilized by the program. In addition, children participating in the After School Program must adhere to all policies and procedures of Adams 12 Five Star Schools. The afterschool program follows the same Positive Behavior Support model adhered to during the regular school day. If any major problems arise, parents will be contacted.

Dress Code

The After School Program follows the Adams 12 Five Star Schools "Safe School's Policy" concerning student dress.

Volunteers

The After School Program utilizes a variety of paid/volunteers to tutor, mentor, present activities, and lead enrichment classes. The paid tutors are available for all students to use on a drop in basis from 3:30 to 5:30 pm. Any student can also participate in the cultural instruction that is given during the program period.

Homework

The After School Program is committed to supporting children and families. One way in which this is accomplished is by setting aside space and time for children to complete all or part of their homework. Staff members are available to assist students as well. While we feel homework is an important element of our program it is not our only focus. The After School Program provides each student a composition book to use for journaling and asks that each child bring a reading level appropriate book for the times when the student doesn't have homework from his/her class.

Recreation

The students have opportunities to give their input and make appropriate choices about how to spend their time actively engaged in fun, enriching, and creative endeavors. There is a combination of group activities and individual activities based on a variety of tribal cultures and practices. Often there will be cultural instructors educating the students on these tribal cultures and practices.

Parent's Part

Please inform The After School Program Staff if any changes need to be made to your child's registration form. This includes but is not limited to; new phone numbers, the authorized pick-up list, and new medications being administered.

Attendance

If your child will not be attending The After School Program because of a scheduled appointment, vacation, or planned absence, please notify the Title VII Youth Advocate by email at phillip.gover@Adams12.org or **call/text to 303-549-5581**. If your child is ill it is very important that you phone us to let us know. Absentees without prior notice may be mistaken for a missing child. This causes unnecessary concern and time spent searching for the child. If a child doesn't arrive at the program as intended staff will contact those listed on the Registration Form.

Transportation

Please remember that The After School Program closes promptly at 5:30 pm. Parents/guardians may choose to pick-up their child(ren) from the program at any time prior to 5:30pm rather than have them transported home by District 12

busses. Children will be delivered to an established bus stop in selected neighborhoods. Parents/guardians must pick-up their children from those bus stops. For safety reasons, children will not be allowed to walk home unaccompanied by an adult. In the event that a child has not been picked-up and no authorized individuals or emergency contacts can be reached, the local police authorities may be contacted.

Health Policies

If any type of medication is to be administered to your child, an Adams 12 Request Form must be filled out completely, including a doctor's signature, before medication can be given. These forms can be faxed and are available from the Site Director. All medication is stored in a safe place, out of children's reach. Please note that all medications, including over-the-counter varieties, must be properly labeled and in its original container.

In case of accident or illness, parents/guardians will be called immediately. Medical assistance will be called if necessary.

Inclement Weather

When Adams 12 schools close due to inclement weather, The After School Program will also be closed. The Site Director also has the right to close the After School Program for inclement weather despite the fact the Adams 12 schools chose not to close. Local radio and television stations will carry the cancellation announcement for the Adams 12 schools closing. The Site Director will call the phone numbers provided in the registration packet to cancel on days Adams 12 schools have not cancelled.

Other Closures

The After School Program is also closed on the dates that the Adams 12 elementary schools are not opened for full day classes. Any dates that elementary students only go a partial day such as parent/teacher conference days. Contact the Title VII Youth Advocate if you have any questions.

Communication

Communication between staff and parents/guardians is vital for quality programming. Parents are encouraged to visit The After School Program and voice questions and concerns.

Visitors

Visitors to The After School Program are required to sign a Visitor's Log and state the purpose of their visit. Visitors unknown to the staff will be asked to show identification.

Hours of Operation

The After School Program will operate Monday and Tuesday starting at 3:30 pm and ending when the children are dismissed at 5:30 pm to be picked-up by an authorized individual or transported home by District 12 buses.