

Bancroft-Rosalie Public
School
The DEN
(Discovering, Exploring Now)
After School Program
Handbook

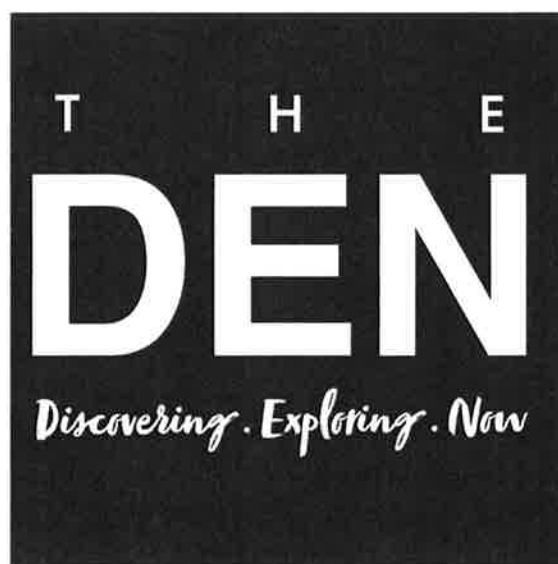


Table of Contents:

Welcome	2
Program Staff.....	3
GENERAL PROGRAM INFORMATION	3
Program Description.....	3
Enrollment.....	4
Inclement Weather	5
HEALTH & EMERGENCY PROCEDURES.....	5
Prescription & “Over the Counter” Medications	6
Program Accommodations and Modifications.....	6
Child Emergency & Accident Procedures.....	6
BEHAVIOR POLICIES	7
Program Code of Conduct.....	8
Bullying Behaviors & Aggression	9
Termination of Enrollment.....	9
Attendance.....	10
Sign-In	10
Expected But Not Present.....	10
Sign-Out	10
Late Pick-Up Procedure	11
Outdoor Play.....	11
Screen Time.....	12
Computer Time.....	12
Children & Phones	12
Personal Property – Children	13
Site Visitors.....	13
Field Trips	13
Snack.....	13

Dear Parents and Guardians,

Bancroft-Rosalie Community School is pleased to welcome you and your child(ren) to The DEN, our After School program, for this school year. We are committed, supported by the 21st Century Community Learning Centers Grant Program, to provide a positive and safe environment for grades Preschool to 8th grade enrolled in our school to discover and explore, now. The DEN's mission is to provide different opportunities for your children to learn, specifically STEM (Science, Technology, Engineering, and Mathematics). We also want to provide a creative outlet for kids to express themselves through our Creative Center and Fit Club segments. Before enrolling in The DEN, we ask you and your child(ren) to read over this handbook to gain a grasp on our expectations, policies, and overall program. We want everyone of our children attending The DEN to have fun, learn something new but most importantly be safe. If you have any questions about our handbook or the program in general, please feel free to ask us! We are happy to help. Below, we will put our contact information as well as our Facebook page. Please follow to stay up to date on all the fun we are having!

Staff:

Program Administrator: Jon Cerny (email: jcerny@esu2.org; work: 402-648-3336 ex. 303)

Program Directors: Tim Browning (e: tbrowning@esu2.org; mobile: 402-380-4631) and
Shelby Ostrand (e: sostrand@esu2.org; m: 402-922-0938)

Program Staff: Ian Nottlemann, Jacob Cole

Questions regarding The DEN policies and procedures should be emailed to sostrand@esu2.org

PROGRAM OPERATION INFORMATION

Days of Operation:

The DEN is open most days that school is in session. Special activities and events MAY be scheduled on teacher in-service days. If we will not be having program, parents will be notified beforehand. When there are early dismissals before a school break, the after school program will not be in session. Field Trip days will be announced at a later date.

Program Hours of Operation:

3:30 p.m.— 6:00 p.m.

Emergency Contact Information:

In the event a parent has an emergency between 3:30 and 6:00 and is unable to reach their child(ren)'s program staff the parent should:

- Call (402) 648-3336, the school's number, ask for after-school program extension (325); call and/or text Program Directors (Contact info in Staff Section)
- If unanswered, Leave message including - Child's Name, Parent Name, Callback Number, Nature of emergency

SCHOOL DIRECTIONS ON HOW TO ENTER THE SCHOOL for picking up:

Go in through the main doors on the west side (high school side). You will have to press the button on the furthest right to call into the office. This will unlock the doors so you may enter. When you walk in, there will be a table to sign your child(ren) out for the day. Staff will either go get your child or walkie talkie to another staff to get them. You will not need to go throughout the school to find them.

PROGRAM DESCRIPTION

The DEN is an after school program that is structured to incorporate youth development and educational enrichment through STEM, academic assistance, and physical activity
Communication between the home and our after school program is vital for the progress and safety of the children, and therefore ensuring success of the program.

ENROLLMENT

Every child is accepted into our after school program as long as they and their parents/guardians have read through this handbook and signed it. Each student will be given a handbook once they are signed up by parents. If you decide to enroll your child(ren) after orientation, they are allowed to have a “free day” as long as a parent or guardian has let us know they are attending. This means the child or children are allowed to come to The DEN for one day without having the handbook signed. After that, however, the child(ren) must have their handbook signed and turned in.

Enrollment Types & Restrictions:

- Full Time (4-5 days/week until 6:00)
 - 3 Days/Week
 - 2 Days/Week
- Currently enrolled part-time children are not allowed to switch scheduled attendance days unless discussed and approved by Miss Shelby or Mr. Browning
- Currently enrolled part-time children needing to “drop in” on a non-scheduled attendance day must have prior approval from The DEN staff.

The DEN works in partnership with school staff. This partnership may include the sharing of information to better meet the needs of children enrolled in our program. School student handbook and other procedures apply.

The DEN is not a medical treatment facility, does not provide medical care, and its employees are not medically trained.

The DEN may take photos and/or videos of children engaged in our program activities for promotional purposes. Parents/guardians who do not wish their child(ren)’s photos to be published must revoke permission in writing to The Den and Bancroft-Rosalie Administrative Office.

To be eligible for enrollment, a child must:

- Be enrolled in Bancroft-Rosalie; and
- Be 3 years of age* or older on the 1st day of school; and
- Be enrolled in Preschool – 8th Grade

As a school policy, children must be potty trained before attending our program

Enrollment forms are available in the office

To complete initial enrollment, The DEN must receive:

- Completed and signed enrollment packet (paper copy with original ink signature)
- Any changes to a child’s enrollment or account information must be made in writing to The DEN.

-The DEN considers the parent/guardian who enrolls the child(ren) financially responsible for the child(ren)’s snacks through the school free/reduced hot lunch program.

WITHDRAWAL FROM PROGRAM

A parent should contact The DEN staff to withdraw his/her child(ren) from the program.

INCLEMENT WEATHER

The DEN will be closed if Bancroft-Rosalie School is closed due to inclement weather.

- Parents should tune to local television and radio stations for closing information
- Check the Bancroft-Rosalie School website or Facebook page for closing information. We will also be posting on our own Facebook page.
- On a day school has been in session, The DEN may cancel programming or close its programs early if unsafe weather conditions could pose a threat to the children and/or The DEN staff during after school program hours. In the event of an early closure due to a weather emergency, parents are required to arrange for pick up of their child(ren) by the specified closure time.
- Parents will be notified as soon as reasonably possible in order to allow parents to make arrangements for an authorized adult to pick up his/her child(ren) from The DEN.

HEALTH & EMERGENCY PROCEDURES

As per the Bancroft-Rosalie Handbook

On page 5 of the 2018-2019 Elementary Handbook under the section **Illness-Communicable**

Diseases states:

Keep your child at home and consider calling the doctor if he/she has: nausea, sore throat, diarrhea, skin rash, enlarged glands, earache, inflamed eye, (Pink Eye for at least the first day-student must be on medication for 24 hours before coming to school) discharging ear, extreme paleness, coughing, The school reserves the right to exclude students at time of questionable health problems or conditions. The school may also require a signed physicians statement before allowing the student to return to school. If a student was sent home due to Head Lice they will need to be brought into the office by a parent and checked by school personnel before they will be allowed back into the classroom.

If your child is absent because of illness he/she should bring a note from home. Ill or injured children are not usually kept at school. The parents are contacted when this occurs so that they may come and take the child home.

First aid is administered to the students in the classroom, the office, or by the school nurse. The emergency page, which we have on file for each student, helps us to locate the parents or someone listed on the page in case we cannot locate the parents. In case of an emergency, the rescue unit will take the student to the hospital if a parent cannot be reached.

On the same page under the section **Immunization** states:

All students in graded K through 12 must be immunized. Protection against the following diseases is required:

- 1) Diphtheria, Tetanus and Pertussis (Whooping Cough); 2) Polio; 3) Measles/Rubella; 4) Mumps; 5) Hepatitis B (beginning August 2000) Schools are required to have either an adequate immunization history or a parent signed waiver of immunization from every student. Adequate proof of immunization shall be a written record listing at least the month and year of each immunization.*

Medications will not be administered during the after-school program

PROGRAM ACCOMMODATION & MODIFICATION

Parents are encouraged to inform The DEN of all relevant information so that we may work together to meet the children's needs. Parents whose children are diagnosed with a special need such as Autism, Asperger's Syndrome, Down Syndrome, Attention Deficit Disorder (ADD), or Attention Deficit Hyperactivity Disorder (ADHD) are encouraged to share home and school-day procedures with The DEN so that we can attempt to mirror successful strategies when possible during program time.

CHILD EMERGENCY & ACCIDENT PROCEDURES

A child emergency constitutes any injury of child or staff requiring a doctor's care or any situation requiring emergency vehicles (ambulance, fire, police, etc.) on the premises. Parents are responsible for any cost associated with medical treatment for their child.

In the event of a medical emergency or severe injury involving a child, The DEN staff will:

- Stay with the child and remove other children from the area.
 - Send someone to call 911.
 - Call the parent or guardian.
 - Notify the Bancroft-Rosalie Administration
- Accompany the child to the hospital if a parent is unavailable, provided there is more than one staff member on site.
 - Remain with the child until parents arrive and are fully informed about the emergency.
- Complete an Accident Report Form immediately and turn it in the Bancroft-Rosalie Administrative office at the start of the next working day.

In the event of a minor injury involving a child the staff will:

- Administer first aid.
- Have the child rest until he/she is ready to resume participation in the program.
 - Notify parent in the event of head injury, bee or wasp sting.
 - Notify the Administrative office.
- Complete an accident report form and turn it in the Administrative office at the start of the next working day.
 - Inform the parent at the end of the day about the injury so that additional attention may be given at home.

BEHAVIOR POLICIES

The DEN recognizes parental authority and the rights of parents to discipline their children when under their supervision. However, The DEN will NOT enforce classroom or home punishment during program hours.

NOTE: Teachers are allowed to keep a child late or take a child from program in order to complete homework. However, teachers must send the student to the program first to pick up snack and send them back to the program by 4:15 for the scheduled activity.

The DEN is a privilege and an optional program. Behavior reinforcers such as restriction of play, participation in activities, or separation from other children may be used by staff members as per the Bancroft-Rosalie Handbook. Our after school program has also adopted a “Strike System” for extreme or repeated behavior. Students will be given a strike for fighting, repeated behavior such as using derogatory language and vulgar language, bullying, and not taking redirection and cannot recover. Again, strikes are given as a last resort option. If student can recover and accept punishment from staff a strike will not be given.

The Strike System works as such: if a child does anything stated above and we have no other option, they will be given a strike. The strike is accompanied with an added punishment along with the previous one if such was given. A child is given 3 chances or “strikes” before they are suspended from The DEN programming for a minimum of 1 day.

When they come back they have 3 more chances or strikes” if they receive 3 more, they are suspended for a minimum of 2 days.

When they come back for a second time, they will be put on a behavior contract. This contract will list out all previous behaviors that got them to this point. Program directors will sit down with the child and parent(s)/guardian(s) to discuss the contract. This contract must be signed before child can return to normal programming. If the child breaks their contract, they will be suspended for a minimum of a quarter.

- The strike system will reset at the beginning of each term, i.e. school year term and summer term.
 - After each strike, parent/guardian will be notified of the child's behavior.
- Consistent conflict within the program will result in expulsion from the program.
- Consistent rules, clear directions and age-appropriate guidance are all part of our behavior policy.
- Children are encouraged to verbalize their feelings, thus learning to positively work through strong emotions.
 - Conflict will be resolved in a positive manner without verbal or physical abuse.
- The DEN will NOT allow other children or parents to use verbal or physical abuse within our program.

PROGRAM EXPECTATIONS

These expectations are discussed with the children.

- We treat each other with kindness and respect.
- We respect the rights and property of others.
 - We act in a safe manner.

PROGRAM CODE OF CONDUCT

Children who engage in conduct or activities, which are prohibited by this policy, may be subjected to disciplinary action up to and including suspension from The DEN. The disciplinary action taken shall depend upon the nature and severity of the violation and the child's past record of violations, if any.

Children are prohibited from engaging in the following conduct or activities:

- Possessing, using, transferring possession of, or aiding, accompanying, or assisting another child to use any type of weapon, or any object that is used as a weapon or dangerous instrument, and any facsimile weapon;
 - Leaving program boundaries or activities at unauthorized times without permission;
 - Disobeying, showing disrespect for, defying the authority of, or being insubordinate to DEN staff, or school district employees, including teachers, principals, bus drivers, secretaries, custodians, and cafeteria workers;
 - Entering, without permission, into classrooms or other restricted school premises;
 - Engaging in conduct which endangers or jeopardizes the safety of self or other persons;
- Harassing, hazing, threatening, intimidating, bullying, or verbally abusing another person, including any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with The DEN's mission. This provision includes, but is not limited to, threatening behavior, harassment, intimidation, and bullying;
 - Using profanity, vulgar language or expressions, or obscene gestures;
 - Assaulting, battering, inflicting bodily injury on, or fighting with another person;
- Creating or attempting to create a disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting, or participating in attempts to interfere with or disrupt the normal program process;
 - Showing disrespect, damaging, vandalizing, cutting, defacing, or destroying any real or personal property belonging to The DEN, the school district, or any other person; and
 - Engaging in theft, arson, gambling, immoral behavior, forgery, or possession of stolen property.
- Loss of privileges for a set period of time may be chosen or used in conjunction with time-away.
 - A Behavior Report is shown to the parents and filed with the office.
- Suspension, up to permanent expulsion, from the program may be utilized depending on the circumstances.

If a child is expelled from a The DEN program he/she will not be eligible for the remainder of the semester. The parents/guardian will be contacted and a plan of action in cases of chronic behavior issues will be discussed. Behavior information will be kept confidential. Some children with disabilities may require modifications to The DEN's usual disciplinary methods and/or consequences in order to benefit from the program. The DEN will work with parents of children with disabilities to develop an

individualized behavior management plan if needed. Each child's needs for accommodation will be considered on a case-by-case basis.

BULLYING BEHAVIORS & AGGRESSION

Bullying behaviors and aggression are not acceptable. Bullying typically occurs when someone with more power unfairly hurts someone with less power and is often repetitive in nature. Staff will treat bullying behaviors and aggression as seriously as any other unacceptable behavior. The DEN encourages positive interactions among children.

Power can be defined as:

- Physical strength
- Social skill
- Verbal ability

Bullying is any action that harms another or places another in reasonable fear of harm. Bullying tends to be repetitive in nature and often escalates when adults fail to support with consistent standards, consequences and behavioral accountability.

The DEN staff will intervene with consequences for bullying behaviors and aggression. Examples of bullying and aggression can include:

- Harassment, including name-calling, intimidation, and hurtful teasing
 - Verbal abuse, including any gesture, written or verbal expression
 - Use of profanity, vulgar language or expressions, or obscene gestures
- Threats, including physical, verbal or written, which, if carried out, could be harmful to another
 - Rejection or exclusion from groups or activities
 - Physical aggression
 - Intentional damage to another's property

TERMINATION OF ENROLLMENT

The DEN may immediately terminate the enrollment of a child:

- Whose behavior endangers themselves or the safety and well being of other children and/or staff.
 - Whose actions result in the damage or destruction of PAWS or school property.
- Whose behavior is determined to be a serious disciplinary problem. A serious disciplinary problem is defined as one in which a child's behavior hampers the smooth flow of the program by either requiring constant one-on-one attention; inflicting physical or emotional harm on other children; physically abusing staff; leaving program boundaries, and/or otherwise being unable to conform to the rules and guidelines of the program.
- Whose parent's physical or verbal actions are threatening or intimidating toward children and/or staff
- Whose parents prevent The DEN from operating a safe program by failing to comply with our policies regarding:
 - a) Notification of absences
 - b) Part-time enrollees who drop-in on non-scheduled attendance days without prior approval
 - c) Keeping enrollment information current including names and phone numbers of emergency contacts available for pick-up
 - d) Program opening and closing times

- e) The safety and well-being of themselves, other children and/or the staff

NOTE: If a child is expelled from a The DEN he/she will not be eligible for the remainder of the semester.

ATTENDANCE

Parents are required to notify The DEN, not Bancroft-Rosalie School, if their child will not be attending The DEN on any given day. Please notify The DEN by:

- Calling 402-648-3336 and asking for extension 325.
- Emailing sostrand@esu2.org and/or tbrowning@esu2.org in advance of the absence.
- Notifying site staff prior to absence through personal contact or written communication.

NOTE: If a child is suspended from attending Bancroft-Rosalie Public School, they are not allowed to be in the school building; therefore, they are not allowed to attend the after school program on the days of school suspension. If a child has an in-school suspension, they will not be allowed to attend The DEN on the day(s) of the suspension.

SIGN-IN

- Children must go directly to the program location when they are dismissed from school.
- Attendance will be taken each day and staff may note the time of arrival on the sign-in sheet.
 - All children are accounted for by 3:40 p.m.

NOTE: Children who sign-in to The DEN program MUST be signed out by an authorized person on registration form regardless of how long they remain at programming (one minute or entire program), unless they have permission to walk home and a signature is on file for this. No exceptions!

EXPECTED BUT NOT PRESENT

If a child is expected at the program, but is not present, our staff will:

- Check e-mail
- Check with the school office.
- Contact parent, guardian and emergency contacts to determine the whereabouts of the child, leaving messages at each number called.
- The DEN is not responsible for a child's safety while he/she is signed out of the program.

SIGN-OUT

- Only a parent, guardian or authorized persons on the registration form will be allowed to sign-out a child.
- The parent, guardian or authorized person is required to sign the child out of the program each day and notate the time of departure on the sign-out sheet unless there is prior written consent to allow the student to walk home each day.
- Written notice from parents or approval from administration is required for unauthorized adults to pick up a child.

- Any adult not recognized by staff will be asked to present photo identification before the child will be released.
 - The DEN does not enforce or monitor parent/guardian visitation schedules. Any authorized adult, including both parents, regardless of custodial status, are allowed to pick up a child at any time unless court documents preventing visitation or requiring supervised visitation are provided to The DEN. In the event a court-prohibited individual attempts to pick up a child, staff will contact the police immediately and notify the parent/guardian.
- The DEN requires parents/guardians to come into the building to sign out their child each day, (unless there is written consent for the child to walk home each day). This allows staff an opportunity to speak with parents each day at pick up.

This is an important time when staff may share important successes or challenges with parents/guardians.

- Once a child is signed-out of the program, they become the responsibility of the parent/guardian. Parents are required to supervise their child(ren) at all times and ensure their behavior is in keeping with The DEN policies until they have exited the facility, which includes the playground and gymnasium.

NOTE: The DEN policies require an authorized adult to sign their child(ren) out of the program each day unless there is written consent on file allowing the child to walk home. Failure to sign-out your child(ren) from the program may result in suspension from the after school program.

LATE PICK-UP PROCEDURE

The program closes at 6:00 p.m. If a parent is unable to pick up their child by 6:00 p.m. for any reason, they are required to make other arrangements for their child's timely pick up. Once arrangements are made, parents are required to contact the program site with information about who will be picking up. In the event of a weather or other emergency at the time of program closing, The DEN may, at its discretion, waive this requirement.

NOTE: Substitute pick up person may be required to show a photo ID.

In the event a child is not picked up by 6:00p.m., The DEN policy is as follows:

- Parents, guardians, or emergency contacts will be notified.
- If after 15 minutes the staff is unable to reach parents or other emergency contact(s) assistance from the Bancroft Police Department may be requested if parent or guardian cannot be located.
 - A staff member will document all late pick-ups (after 6:05) of children.
- The DEN will have to suspend the enrollment of a child whose parents fail to comply with our policies, including closing and pick-up times.

OUTDOOR PLAY

The DEN encourages activities that allow children access to fresh air, sunshine and moderate exercise.

- Please ensure that your child(ren) are appropriately dressed for the weather conditions.
- The DEN may have outdoor play when the "real feel" temp is 20 degrees or above and below 100 degrees.
- Chronic or short-term health conditions requiring special care or restriction from outdoor play may require a doctor's statement.

- In the event that unknown adults or animals come onto The DEN outside play space, the staff will immediately take children inside.
- Children are not allowed on playground equipment 4' tall or higher without a minimum of 6" of impact material.
 - PAWS children are not allowed to play with children who are not enrolled in or signed in to our program.

SCREEN TIME

“Screen Time” is defined as any media, which includes a viewable screen. Children are considered to be participating in “screen time” anytime they are actively participating or watching someone else participate in any type of electronic media with a screen. The DEN limits the amount of time a child may engage in “screen-time” activities to no more than 1 hour/day with the exception of special group activities such as “movie days”. “Screen-time” includes activities such as watching movies, computer time, and handheld games. Children with a diagnosed special need, and who have an approved behavior plan which includes the use of media, are not restricted to the 1 hour/day limit.

NO MOVIES FROM HOME.

- The DEN is permitted to view one movie per week. On occasion, we may allow a second movie day if regular programming is disrupted due to inclement weather and/or shared space conflicts.
 - All movies purchased by staff are rated G or PG.
- Children are not required to watch movies and may play quietly while others are watching the movie. However, staff cannot prevent or restrict a child from movie watching as it is part of our regular programming activities and takes place in our communal programming space.

COMPUTER TIME

- The DEN, with school permission, may be allowed to visit the school computer lab
- When visiting the computer lab, children will abide by school policies and procedures.

NOTE: Computer Lab use is a PRIVILEGE. Any child who does not follow the rules or causes property damage will not be allowed to use the computer lab during The DEN or may be suspended from The DEN program. Additionally, not all programs include computer lab time as part of its programming day. This may be due to a variety of reasons including school restrictions, program makeup, and student interests and ages.

CHILDREN & PHONES

- Staff permission is required for children to make phone calls during program hours.
- Phone calls are only allowed after 3:35 p.m. (following accounting of safe arrival of children to program).
- Children are not allowed to use a B-R phone to set up playdates or request permission to go home with another child or to invite a child to go home with them.
 - Phone calls should be brief (no more than 3 minutes).
 - Number of calls will be limited to ensure smooth operation of the program.

- Use of personal cell phones is prohibited unless approved by Den staff.

PERSONAL PROPERTY

- The DEN is not responsible for the loss or destruction of personal property belonging to the children.
 - The DEN does not encourage children to bring personal items from home.
 - Any personal items brought to the program must be kept in the child's bags or backpack.

SITE VISITORS

All visitors to The DEN program site must be pre-approved by Den staff and/or B-R Administrative Office. Site will be informed in advance of any expected or scheduled visitors. Site visitors include, but are not limited to:

- All guest speakers
- General visitors (e.g. friends, boyfriends, girlfriends, relatives, etc.)
- Animals of ANY kind, including pets (Administrative staff may make exceptions for educational purposes.)
- Former staff members

FIELD TRIPS

Staff may include field trips in their weekly lesson plans as long as the location is within suitable walking distance for the children, or scheduled in advance with administrative approval and sufficient notice to parents. The following guidelines must be followed:

- Parents will be informed of the field trip at least one week prior to the date scheduled in order to make the necessary arrangements (change pick-up time, alternate days of attendance, etc.).
 - All children who participate must have signed parental permission.
- Parents who do not wish for their child(ren) to participate in a scheduled field trip are required to make other childcare arrangements or pick up their child(ren) prior to the field-trip departure time.
- Children arriving after departure must be delivered to the field trip location, checked in with the staff in charge, and signed in by their parent/guardian.
 - Parents may pick up their child from the field trip location, if needed.
- Parents are welcome and encouraged to volunteer on field trips. However, space may be limited and will follow school policy.

Snack

A healthy snack will be served to students each day through the lunch program. Children must take ALL of the snack provided. Cost for any student who does not qualify for a free lunch will be as follows:

Full Price: \$1.00

Reduced Price: \$0.15

By signing below, you and your child are agreeing to try to follow to the best of your abilities the contents of this handbook. You are also saying you are aware of the expectations and rules of The DEN. In the event of something happens at The DEN, know that we did everything to the best of our ability to make this a safe and fun environment. By signing this, you are aware that if an incident/accident happens, The DEN is not liable.

Child's Name (print): _____

Child's Signature: _____

Parent's Name (print): _____

Parent's Signature: _____