



Cornell Cooperative Extension | Schoharie and Otsego Counties

In Partnership with
Schoharie Central School

Parent Handbook

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Dear 4-H ASP Families,

Thank you for your interest in the Cornell Cooperative Extension Schoharie and Otsego Counties' 4-H Afterschool Program (4-H ASP). The program is licensed by the New York State Office of Children and Family Services and operates under the department's rules and regulations.

The program was established by Cornell Cooperative Extension to nurture positive youth development in an afterschool environment. We utilize the expertise gained from over 100 years of 4-H youth development programming to deliver a fun, safe, and educational program for students.

The program offers a safe environment for youth between the end of the school day and the dinner hour, the time which research has shown is most problematic for children. Equally important, the 4-H ASP at Schoharie Central School provides opportunities for hands-on learning through doing, and provides a well-balanced offering of homework help, physical activities, and cooperative games.

Please review this handbook carefully. It outlines 4-H ASP procedures, expectations of enrolled students and their parents or guardians, and helpful 4-H ASP information and objectives. If you have any questions or concerns, please contact us.

We look forward to working with you and your children!

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Planned Days of Operation

The 4-H Afterschool Program follows the Schoharie Central School's academic calendar, operating Monday through Friday from dismissal **until 5:30 PM**. There is NO program when school is not in session, including days that school has either a planned or emergency early dismissal, vacations, snow days, holidays, and summer recess.

Admission

Participation in the program is based on a first-come, first-served availability. A waiting list is established when enrollment is at capacity. All paperwork in the enrollment packet must be completed prior to start as required by state regulation. Please be sure to complete all forms requested in the enrollment packet including the completed up-to-date immunization record signed or stamped by the child's physician.

Program Cost

The 2024 – 2025 school year cost of attendance is \$275.00 per child per month.

Payment for the first month must be received prior to the first day your child attends. Thereafter, the program fee **is due by the first day of each month**. A written two-week notice is required when withdrawing a student from the program. If no notice is given, you will be required to pay the program fee for the following month.

The program fee is based on enrollment, NOT attendance. The determination of the program fee is based on the total school days per the academic calendar, and an estimate of unplanned closings is factored into the program fee. Full payment is required even if the child is not in attendance, regardless of absences or closings. No credit will be given for illness, vacation, program closing due to an emergency situation, or in-clement weather. The program reserves the right to close for weather or safety related reasons.

Parents/guardians are responsible for the full monthly cost, including the balance of subsidized enrollments. Non-payment of tuition is grounds for a student's immediate dismissal from the program and initiation of any necessary collection efforts.

A \$10 late pick-up fee will be imposed for the first 5 minutes past 5:30 PM, then \$1.00 per minute thereafter. If we have not heard from you and the child(ren) is/are not picked up by 6:30 PM, local authorities will be called.

Payment of Program Fee

Payments can be made online via PayPal at www.cceschoharie-otsego.org/4-H-afterschool. A credit card processing fee will be automatically applied.

Checks made out to CCESO may be given to 4-H ASP staff in charge at program, or may be dropped off or mailed to: **CCE Schoharie & Otsego Counties, 173 South Grand Street, Suite 1, Cobleskill, NY 12043**

Education Plan

Our goals are to enhance a student's desire to learn, to provide experiences for all aspects of the student's development, and to provide an environment that is relaxed and enjoyable. 4-H ASP offers a broad range of interesting, age-appropriate activities that integrate school days with less formal learning activities. The program will also include 4-H projects, indoor/outdoor recreation, arts, crafts, and games, and a nutritious snack. In addition, cultural exposure, computer literacy, conflict resolution, and community service will be part of the education plan to provide enrichment and instill life-long skills.

Homework Help

Homework help is offered for 45 minutes per day, Monday through Thursday. Students are provided a quiet workspace and 4-H ASP staff are there to assist students, similar to the school's study hall. It is your child's responsibility to participate in homework help (by bringing assignment journals and homework). 4-H APS staff are not allowed to go through book bags to see if they have homework or to allow students to go back to their classrooms or lockers. 4-H ASP staff can assist children but we do not correct homework. Please read the Student Pledge & Responsibilities on Homework Helper form (page 23 of the enrollment packet) and sign with your child.

Outdoor Recreational Activity

Weather permitting, children are expected to go outside during recreation. All children must have clothing appropriate for weather conditions.

Nutrition

The school prepares the snacks that are served to 4-H ASP participants. **Please alert the 4-H ASP staff concerning special dietary needs or food allergies on the Individual Allergy and Anaphylaxis Emergency Plan, page 15 of the enrollment packet.**

Attendance

If your child/children will not be attending program on a specific day, please call 518-234-4303 x 122 to let us know, also send a note to school with your student(s) communicating their dismissal plan for the day. In the event of ANY changes, the Program Coordinator and school need to be informed.

Students who are absent from school due to illness, or who leave school during the school day due to illness, are considered absent and are not allowed to return to the program that day.

Children who leave school for an appointment during the day and do not return to school before the end of the school day are considered absent and are not allowed to return to the program that day.

Emergency Closing

In the event of an emergency closing, families will be informed by the program's notification system via call/text and your child will follow the emergency dismissal on file with the school and/or program. Please add this number to your contacts list. **It is your responsibility to keep that information up to date with the school.**

Personal Toys & Electronics Devices

Many educational materials and activities are available throughout the time your children are at the program. For the safety and wellbeing of all the children in our program, we ask students leave all toys, electronic games, and devices at home. We are not responsible for personal items or toys from home that get lost or broken.

Health & Illness Policy

The 4-H Afterschool Program will communicate with you about any health issues that are noted while your child is at program. As a courtesy to all children and staff, please keep the staff informed about any illness or health issues your child may have. In order to protect the health of all participants and staff, the following health procedures will be followed.

We cannot admit a child who has a contagious illnesses or symptoms, including but not limited to:

- ◆ A fever over 101 degrees
- ◆ Vomiting
- ◆ Diarrhea occurring more than twice
- ◆ Open sores & mouth sores
- ◆ Unexplained or communicable rashes
- ◆ Severe mucus drainage
- ◆ Conjunctivitis (a.k.a. pink eye)

If your child becomes ill with any of the above while at the program, we will notify you and the child must be picked up within one hour of contact. The program reserves the right to require a child to be picked up immediately for suspected contagion. You will be notified if we learn that your child has been exposed to a contagious illness.

Your child must be symptom and medication free for 24 hours before returning to 4-H ASP.

We reserve the right to request a physician's note prior to readmitting a child to the program.

The 4-H Afterschool Program staff does not administer medication to any child. We do not dispense any over the counter or prescription medication. Medication should be dispensed by the school nurse prior to the child attending 4-H ASP.

Behavior & Discipline

Discipline is always in a manner which protects your child's dignity and wellbeing. Discipline will not be embarrassing or abusive, and physical punishment is never used. Discipline will be consistent and fair. The staff will use positive reinforcement and redirection techniques. First the child will be redirected verbally. If the behavior continues, the child may be placed in a safe place separate from the group but still in the program room. If behavior escalates, cannot be controlled, or becomes violent towards others, the 4-H Afterschool Program staff in charge will be involved and may contact parents to get involved in the process. This may include the request for the child to be picked up for the day. Behavioral issues that cannot be resolved may result in dismissal from the program.

Dismissal Policy

Children must be signed-out when picked-up. Parents/guardians will be asked to provide the names of those individuals who are approved to pick-up your child in the application procedure. Parents/guardian must inform the 4-H ASP staff in charge in writing if someone other than a parent/guardian will be picking-up your child on a specific day. The 4-H Afterschool Program reserves the right to refuse to release a child to a person who appears physically, emotionally, or mentally unable to provide adequate care for the child as judged by the staff member responsible for the child. We will not release a child to an adult who appears intoxicated or high. If this situation should arise, staff will release the child to an authorized individual on the child's emergency contact list who is able to provide appropriate care for the child.

Accidents & Emergency Procedures

It is our top priority to keep your children safe each day. We have many procedures in place to prevent accidents, in the event your child has a minor injury such as a bump, scrape, insect bite, etc., staff will provide basic First Aid care. Will inform parents/guardian and ask the person picking-up the child to sign the accident/incident report.

If your child requires emergency medical treatment, program staff will call 911 immediately. If your child requires emergency ambulance transportation, the first responders will transport your child to a local hospital at their discretion. Decisions as to the necessity of emergency medical treatment will be made by the Program Coordinator or Site Lead. Parents/legal guardians will be notified as soon as possible. Parents/Guardians are responsible for all medical expenses related to the child's injury including any medical transportation. It is the parent/legal guardian's responsibility to provide insurance information to medical providers. 4-H ASP staff are not responsible for medical or transportation expenses.

Weather Emergencies & Safety Drills

In the event of a weather emergency (e.g. tornado, threatening winds, etc.), the children will be moved to an interior room or area of the program in accordance with the approved emergency action plan. A weather radio will be utilized for updates on threatening conditions, as well as flashlights, first aid kits, and other necessary items. In the event the situation requires evacuation, an evacuation plan is posted in all classrooms. Parents will be notified as soon as possible. The Office of Children and Family Services will be informed in the event of declared natural disaster, and an incident report will be filed within 24 hours.

The program will follow a regular schedule of safety drills to maintain preparedness for an emergency, including fire drills, severe weather drills, lockdown drills, and shelter in place drills.

4-H ASP Participant Rights

The 4-H ASP staff will ensure that children have:

- ◆ A safe environment, free from hazards,
- ◆ Use of the equipment and space on an equitable and fair basis, and have access to equipment in functioning condition,
- ◆ Their ideas and feelings respected,
- ◆ Discipline that is fair, equal, and respectful of them,
- ◆ The opportunity to appropriately express their anger, frustration, disappointment, joy, etc.,
- ◆ Activities that allow participants to express their creativity, and to explore and discover, while developing to their fullest potential,
- ◆ An environment that offers a variety of developmental considerations including physical, gross motor, indoor/outdoor activities; active/passive/quiet areas; and creative, dramatic play, and exploration,
- ◆ A right to have input on activities offered,
- ◆ Staff members that care about them, enjoy being with them, and help them grow,
- ◆ And, are treated with care, honesty, respect, and responsibility.

4-H ASP Participant Responsibilities

Students enrolled in 4-H ASP are expected to:

- ◆ Follow all rules and regulations in the school's Student Handbook,
- ◆ Respect the 4-H ASP rules,
- ◆ Display caring, honesty, respect, and responsibility,
- ◆ Be on time, and with their belongings,
- ◆ Dress appropriately for indoor and outdoor activities,
- ◆ Participate in and complete an activity to which they have committed themselves,
- ◆ Return materials to the place they found them before they start a new activity or go home,
- ◆ Share equipment and facilities with all children in the program,
- ◆ Not willfully damage the property of other students, the school or the 4-H-ASP,
- ◆ Control their anger so that their actions do not harm anyone,
- ◆ Remain with a 4-H ASP staff member at all times and notify staff if they need to go elsewhere,
- ◆ Stay in a designated, supervised program area, unless otherwise directed by 4-H ASP staff.

Parental Involvement

We encourage parents/guardians and siblings to participate in 4-H ASP family activities.

Personnel

Care is taken to select staff who are caring and responsive to the students, and who enjoy the satisfaction of providing “excellence” in after-school programming.

Every employee is screened (including child abuse registry, affidavit of good moral character, references, and employment history) before hiring and is well supervised on the job. All employees are trained to abide by New York State Rules and Regulations, fulfill the program’s expectations, and strive for excellence. We remain informed about current child development and education research in order to most effectively respond to each student’s needs. A student’s progress, behavior, or personal information will remain confidential.

How is 4-H Incorporated in the Afterschool Program?

4-H is a youth development program that represents a number of different interests. 4-H presents opportunities for youth to have fun while “learning by doing.”

In the 4-H ASP students are surveyed on their interests and “clubs” are designed around these interests. All of the students who are interested in a certain club are encouraged to meet and design their club with the help of an Activity Leader. All clubs follow the 4-H experiential “learn by doing” philosophy with hands on learning projects and activities.

4-H ASP gives youth the opportunity to build on what they have learned during the school day, explore new interests, develop relationships with caring adults and assist youth to acquire the life skills necessary to meet the challenges of adolescence and adulthood. All 4-H ASP participants should join at least one afterschool program club.

The Cornell Cooperative Extension Mission Statement

Cornell Cooperative Extension puts knowledge to work in pursuit of economic vitality, ecological sustainability and social well-being. We bring local experience and research-based solutions together, helping New York State families and communities thrive in our rapidly changing world.

Cornell Cooperative Extension of Schoharie and Otsego Counties actively supports equal educational and employment opportunities. No person shall be denied admission to any educational program or activity or be denied employment on the basis of any legally prohibited discrimination involving, but not limited to, such factors as race, color, religion, political beliefs, national or ethnic origin, sex, gender/gender identity, transgender status, sexual orientation, age, marital or family status, protected veterans and individuals with disabilities. Cornell Cooperative Extension is committed to the maintenance of affirmative action programs that will assure the continuation of such equality of opportunity.