



CHAMPS

After School Program
Parent Handbook

The Garden County after school program (CHAMPS) will provide an academic based program at Garden County Elementary after school, and during the summer. CHAMPS will provide a variety of academic programming, creative outlets, homework help, enrichment activities, recreation activities, field trips, and snacks! CHAMPS is an engaging and energetic program that will help children succeed both academically and socially!

We intend to provide creative programs and fun activities that will help your child be successful both in the school and in the community. We also hope to provide you with new opportunities to become involved in your child's education and development. Please review the attached parent handbook. To enroll your child in our CHAMPS program, simply complete the enrollment form and return it to the elementary office.

Thank you!

Mission Statement: The goal of the CHAMPS program is to provide programming to K-5 students that promote academic achievement, social development, and parent and community involvement.

Parent Information

The CHAMPS program does not carry health and accidental insurance. Parent and/or guardians will be responsible in case of injury where bills are incurred.

In the event that there is not adequate staffing for the program to run that day. Parents will be notified as soon as possible.

Please let our staff know if your child is having a problem at our program. We will do our best to help your child get along, but we need to work together.

If your child is witnessed damaging school property you will be asked to pay for the repair or replacement of the item. This is a serious infraction.

Parental involvement is a requirement of the CHAMPS program. Parents are welcome to contact the program director with any questions, concerns and suggestions. Parents interested in providing support can help by offering to volunteer time and/or resources.

Any weapons whether real or a toy will not be tolerated. Do not send any valuables. Any items the child brings need to be marked with his/her name. The program staff will not be responsible for any damage or loss of any personal items.

1. In the event that the district or parent enrolls a special needs student in CHAMPS, the Garden County Elementary special education teacher may provide the CHAMPS site coordinator recommendations for working with the child. These prescriptions may be modifications of the child's IEP, however, it is not mandatory for the CHAMPS coordinator to follow the IEP of the normal school day.
2. In the event that CHAMPS identifies a child as one who may have special needs, the CHAMPS program director will notify the GCE special education teacher.
3. CHAMPS staff will support children with special needs for participation in CHAMPS program within reasonable limits. Special Education teachers may recommend the child for participation or non-participation in academic lessons.
4. In the case of a child whose behavior impedes learning, CHAMPS staff will meet with classroom teachers to implement appropriate strategies. Behavior expectations should be met. If behavioral strategies are not met, CHAMPS staff will follow the standard CHAMPS discipline procedures. Participation will be considered on an individual basis by administration and CHAMPS program for students who require a functional behavior assessment as their special education needs.
5. CHAMPS may accommodate for other needs, but it is not required to pay the cost of such accommodations such as transportation, occupational therapy, physical therapy, or building constructions. These additional costs will be the responsibility of the student's family. The CHAMPS program director, and GCE principal will discuss questionable accommodations on a case-by-case basis.
6. All students are required to be fully potty trained, and able to be independent and not need one-on-one supervision, as we do not have the staff to accommodate.

Location and Staff

Services for CHAMPS will be held at:

Garden County Elementary
800 West 2nd
Oshkosh, Nebraska 69154

Staff on site will include the program director, paraprofessionals, tutors, and volunteers. Staff members will be available at the school each day to communicate with parents and school staff. Please call if you would like to set up a time to meet. The program director will be located at Garden County Elementary:

Crystal Thelander (Program Director)

772-3336

Attendance

We do require that we know when your child will be attending. Students will have the opportunity to sign up in the morning. If your child does not know they are to attend that day, you may call the school at 772-3336. We encourage your child to participate 30 days or more to meet our grant requirements.

Hours of Operation

The hours of operation for normally scheduled school days will be

3:30 p.m. - 6:00 p.m. Monday - Thursday and
2:30 pm - 5:00 p.m. Friday.

If a child is picked up late a \$5.00 overtime fee will occur. Appropriate authorities will be contacted for children abandoned for more than 30 minutes.

⁴ Dismissal

Children will be dismissed daily as indicated by the parent on their dismissal form in the registration packet. All parents/guardians must sign their child out at the end of each day. Persons other than their parents/guardians picking up children must be listed on the alternate dismissal form and may be asked to show identification. Parents must provide written notification for children to leave with a person not listed on the alternate dismissal form. A verified phone call may be used in case of emergencies only.

Illness

Program staff will notify parents when a student needs to be sent home due to illness. Conditions requiring a student to be sent home include: Temperatures of 100° F or more, vomiting, diarrhea, unexpected rashes, and head lice.

Please include emergency daytime phone numbers on your child's enrollment sheet so that you can be reached if your child becomes ill or injured while at CHAMPS. Please inform us of health related information important for your student's success and safety in our program.

Accidents/Emergency

In the event of an accident/emergency, parents will be notified immediately to seek advice as to whether or not to call a doctor; we will follow your advice. In the event of an emergency appropriate steps will be taken, and we will contact you as soon as possible.

Medication

CHAMPS will follow the Garden County Schools medication policy. Medication in any form that is to be dispensed needs to be documented on student's enrollment sheet.

Confidentiality Policy

All Student information pertaining to CHAMPS after school program will be kept at Garden County Elementary. CHAMPS will release information to authorities with proper legal request in cases of suspected child abuse and neglect. CHAMPS staff and volunteers are required to follow the confidentiality policy.

Behavior Policy

CHAMPS staff will guide children to manage their own behavior. The CHAMPS program will follow behavior policies established for the normal school day.

Children will be expected to:

- Respect the rights and property of others.
- Follow directions from staff and cooperate with others
- Practice habits of good health, safety and cleanliness.
- Refrain from damaging school and personal property.
- Refrain from physical fighting or excessive contact.
- Refrain from inappropriate behavior or language.

Corrections for misconduct will depend on the frequency and nature of the offense. For definitions of Minor Problem Behaviors and Major Problem Behaviors see below:

- **Minor Problem Behavior:** Staff will give a verbal reprimand and have a discussion with the child concerning the misconduct.
- **Major Problem Behavior:** Staff will have a discussion with the child concerning the misconduct and develop a plan for correction. Staff and the child will fill out an incident report. This report must be signed by parent/guardian and returned the following day which will be placed in the student's file.

If a student exhibits 3 Major problem behaviors, minor problem behavior continue to repeat and can't be corrected through the above measures or a behavior is of a serious nature, it may result in suspension or termination from the program as determined by the CHAMPS staff.

Continued Disruption - Student engages in low- intensity, but inappropriate disruption.

Inappropriate Language - Student engages in low intensity instance of inappropriate language (rude, crude).

Inappropriate Physical contact - Student engages in non-serious, but inappropriate physical contact touching, pulling hair, little pushing or shoving.

Inappropriate use of work time - Student does not use classroom time to complete work.

Lying - Student delivers message that is untrue.

Non-Compliance - Failure or refusal to comply.

Other - Student engages in any other minor problem behaviors that do not fall within the above categories.