

WEST ELEMENTARY

L.E.A.D.

(Lead, Educate, and Dream)

PARENT HANDBOOK

2021 - 2022

L.E.A.D Philosophy

The purpose of the program is to expand upon the regular school day by providing students and families a range of high-quality services to support student learning and development, academic enrichment, social outlets that connect students to their school, and community involvement opportunities. Programs help working parents by providing a safe environment for students during non-school hours. West School's L.E.A.D. Afterschool Program is made possible through a partnership between the Newcomerstown Exempted Village School District & the Muskingum Valley Educational Service Center. It adheres to all rules, policies and regulations of the 21st Century CCLC grant.

VISION STATEMENT

All Schools in Muskingum Valley Educational Service Center (MVESC) service region will offer high quality after school programming to meet the academic, non-academic, health and social service needs of the children and families they service.

MISSION STATEMENT

The mission of Newcomerstown's LEAD Afterschool Program is to provide safe and supportive afterschool environments where the academic, non-academic, health and social service needs of children and families are met so children experiencing risk factors achieve greater academic success.

L.E.A.D. PROGRAM GOALS

- To provide a range of literacy supports & intervention to students who attend West Elementary School.
- To provide a range of math supports & intervention to students who attend West Elementary School.

- To provide resources and supports for students and their families who attend West Elementary School.

PROGRAM SERVICES

- Morning classes will be provided for selected students who have been identified as needing extra intervention in the areas of Reading and/or Math. Students will also receive breakfast.
- Students will be offered a snack each day. Snacks are free and provided through our partnership with Child Hunger Alliance.
- Students will engage in small group literacy and math intervention activities led by a licensed teacher and paraprofessional.
- Large group and/or multi-age clubs will be held on Tuesday and Thursday. Monday and Wednesday students will attend Project Based Inquiry Based Learning Classes. They are designed to reinforce academic skills, expand college and career readiness skills, promote physical fitness, learn new skills and enhance communication & social skills. (Example: Sewing, Robotics, Readers Theater, Virtual Reality, Baton, etc.)

ENROLLMENT

West Elementary Students are eligible for this program. Parents/guardians wishing to enroll their child in the L.E.A.D. Afterschool Program must complete/return an enrollment/emergency medical authorization form in order to participate in any L.E.A.D. Program activities.

Enrollment is limited to 75 students due to School Age Child Care Licensing guidelines.

MORNING SCHEDULE (T-W-Th)

TIME	WEST ELEMENTARY SCHOOL L.E.A.D. SCHEDULE
7:00-7:45	Check-in – Read/Math Instruction (Thurs., LIM)
7:45-8:25	Reading/Math– Paraprofessional and Breakfast
*	Once a student has signed in, he/she is not permitted to leave an assigned area w/o permission from an adult.

AFTERNOON SCHEDULE (M-T-W-Th)

TIME	WEST ELEMENTARY SCHOOL L.E.A.D. SCHEDULE
2:45 – 3:25	Check – In, Snack, Gross Motor Activity
3:25 – 4:25	Sm. Group Literacy & Math Intervention or Enrichment
4:25 – 5:25	Inquiry Based Project Learning, Clubs
5:15	Sign out and pick up.
*	Once a student has signed in, he/she is not permitted to leave an assigned area w/o permission from an adult.

Start Date: Monday, October 4th
End Date: Thursday, May 12th

The L.E.A.D. Afterschool Program will follow the Newcomerstown School District's calendar.

L.E.A.D. ATTENDANCE & TRANSPORTATION POLICIES

Students will be signed in each day and attendance will be monitored by Becky Seevers, Family Liaison. **PLEASE NOTE:** L.E.A.D. Enrollment Form contains an Attendance Policy Section. A parent/guardian *must designate what days the child is to attend the L.E.A.D. Program. This section must be completed and returned to us before participating in any L.E.A.D. activities.* When a student is scheduled to attend L.E.A.D. they will stay for L.E.A.D after school unless we receive written notice from the parent stating that they will not be staying for that day.

Parents who complete the **DO NOT RELEASE** section of the enrollment form identifying people who are not permitted contact with the child **must provide court documentation.**

A parent/guardian **must always come to the building door, on Beaver Street entrance, to sign out his/her child.** *A photo ID will be required to ensure the safety of your child.*

Parents/guardians are asked to be punctual at dismissal time. If a parent/guardian or individual who has permission to pick up the student (as indicated on Enrollment Form) **fails to pick up the child one hour after the program closing time, and staff have exhausted all options to arrange transportation home, Job and Family Services will be contacted to care for the child.**

Parents must make certain that someone is available to pick up students early if the child becomes ill or injured. We will always call the parents first, but if they are not available we will call the other names listed on the registration form. If a child needs medical attention and we cannot contact the parent or anyone on the registration form, the Newcomerstown Emergency Squad will be called. Unfortunately, we will have to dismiss children from the program if parents repeatedly are not available or we cannot get anyone to pick up a sick or injured child.

The parents/guardian of any child who is enrolled in the Newcomerstown Free & Reduced Lunch Program **could be eligible to receive gas vouchers. Families who take part in the program will get a stamped, authorized voucher good for a specific amount of gas at a Newcomerstown gas station to be determined. The amount of each gas voucher is based on the student's attendance at the L.E.A.D. Program for a two week period. Applications are available upon request. Please contact the LEAD Office by calling 740-498-4085.**

PARENT COMMUNICATION

The L.E.A.D. staff is committed to maintaining open lines of communication between school and home. Staff members will be available each day of operation to speak with parents/guardians who have questions or concerns. The L.E.A.D. staff will also share information through:

- Flyers/Newsletters
- Phone messages
- Facebook Group (Newcomerstown LEAD Afterschool Program)
- Remind Text Alert (Text this message @nctlead to 81010 to join)
- Postings on the Newcomerstown Homepage & the L.E.A.D. Bulletin Board at the dismissal site.

Families may also contact Site Coordinator, Cindy Staggs, at 740-498-4085 or cindy.staggs@staff.nctschools.org or Family Liaison danelle.kilpatrick@staff.nctschools.org.

DISCIPLINE and INCENTIVES

The L.E.A.D. Program is an extension of the school day, therefore students will be held accountable for following all school rules and policies contained in the Newcomerstown Student/Parent Handbook. If a student's behavior disrupts the activities of the L.E.A.D. Program, or endangers the well-being of students or staff members, the following sequence of discipline measures should be followed:

- Verbal warning to the student by a Staff Member
- Conference between the Site Coordinator and student
- Communication with parents and student by the Site Coordinator
- Dismissal from the program by the Site Coordinator

Every effort will be made to help the student correct the behavior including, but not limited to, behavior management plans, incentive systems, redirection, etc. If no interventions are successful we reserve the right to dismiss the student from the program. A student may also be dismissed from the program immediately for severe offenses such as harming another student/staff member, damaging school property, or other serious offenses.

In addition, teachers paraprofessionals, and club leaders will create incentive plans that fit the needs of their classes, clubs, project based learning environments, physical activities and snack times as they believe are appropriate. All will be shared with the site coordinators.

SACC Discipline Procedures that will be followed

1. All School Age child care staff members shall receive a copy of the program's discipline policy for review upon employment.
2. The school child program shall provide in-service training to staff regarding the written discipline policy and procedures before the school child program begins and/or before staff members begin working with children.
3. The parent of a child enrolled in a program shall receive the program's written discipline policy.
4. A school age child care staff member in charge of a child or a group of children shall be responsible for their discipline.

5. Discipline shall be constructive and educational in nature, and may include such measures as praise for appropriate behavior, diversion, talking with the child, and separation from problem situations.
6. Exclusion from the school child program for disciplinary reasons shall be addressed in the policy and procedures.
7. The program shall neither abuse nor neglect children, but shall protect children from abuse and neglect while in attendance at the school child program.
8. The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - a. There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, or biting.
 - b. Discipline shall not be delegated to a child.
 - c. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
 - d. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
 - e. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
 - f. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
 - g. Techniques of discipline shall not be intended to humiliate, shame, or frighten a child.
 - h. Discipline shall not include the withholding of food, rest, or toilet use
 - i. Separation shall be brief in duration, and be developmentally-approved.

SUPERVISION

The following School Age Child Care guidelines and MVEESC/Newcomerstown Policies will apply:

- At no time will there be more than 18 children per staff member.
- Staff members will be licensed teachers and/or paraprofessionals employed by the MVEESC and/or Newcomerstown Exempted Village School District. Any volunteers will be board approved and have a current BCI/FBI profile on file.
- The Program Director will visit the program regularly, and in be in direct communication with the Site Coordinator and staff. The Site Coordinator will be at the sites daily.

MANAGEMENT OF COMMUNICABLE DISEASES

- A. A staff member trained to recognize the common signs of communicable diseases or other illnesses and disease management procedures will observe all students daily as required by paragraph L of rule 3301-32-02 of the administrative code as the child enters the group.
- B. The following precautions shall be taken for children suspected of having a communicable disease:
 1. The parent shall be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness.

2. A child with any of the following signs or symptoms shall be isolated immediately and discharged to the parent:
 - a. Diarrhea (more than one loose stool in a 24-hour period) if reported;
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - c. Difficulty or rapid breathing;
 - d. Yellowish skin or eyes;
 - e. Conjunctivitis;
 - f. Temperature of 100 degrees F taken by the auxiliary method when in combinations with other symptoms;
 - g. Untreated infected skin patch(es);
 - h. Unusually dark urine and/or grey or white stool if reported; or
 - i. Stiff neck.
3. A child with any of the following signs or symptoms of illness shall be isolated immediately. Decisions regarding exclusion from the program either immediately or at some later time in the day shall be determined by the program coordinator or team leader and the parent(s). While isolated, the child shall be observed for the following symptoms as well as those listed in paragraph (B)(2) of this rule:
 - a. Unusual spots or rashes;
 - b. Sore throat or difficulty swallowing;
 - c. Elevated temperature;
 - d. Vomiting; or
 - e. Evidence of lice, scabies, or other parasitic infestation.
4. A child suspected of having a communicable disease shall be:
 - a. Isolated in a room or portion of a room not being used in the school child program;
 - b. Within sight or hearing of a staff member;
 - c. Made comfortable in a warm, safe environment. All linen and blankets used by a ill child shall be laundered before being used by another child, and cots, if used, shall be disinfected; and
 - d. Observed carefully for worsening conditions.

(C) Each program shall have written policies and procedures for management of communicable disease consistent with the policies of the school district, county board of DD, or eligible nonpublic school board, which shall include, but not necessarily be limited to, the following:

- (1) Training of staff members on signs and symptoms, hand-washing, and disinfecting equipment and materials;
- (2) Isolating and excluding an ill child;
- (3) Caring for a mildly ill child;
- (4) Receiving notification from the parent(s) within the same business day when a child has been excluded from school because the child is suspected of having a communicable disease; and
- (5) Placing the Ohio department of health's poster "communicable disease chart" (jfs.ohio.gov) or schools' communicable disease chart in a conspicuous place for staff reference.

COVID-19

The West Elementary L.E.A.D. Before/After-school Program will work directly with Newcomerstown Schools and Nurse Abby to follow the district's Covid-19 precautions and procedures, for both Staff and students. Covid-19 information pertaining to the district can be found on nctschools.org website and/or Newcomerstown Board of Education Facebook page.

THANK YOU

Thank you for taking time to read the Parent Handbook. The commitment you have made to support your child's academic & social development is to be commended. If at any time you have questions or concerns regarding the L.E.A.D. Afterschool Program, please do not hesitate to contact Cindy Staggs, Site Coordinator at 740-498-4085 or email cindy.staggs@staff.nctschools.org.

Additional copies of this handbook will be available upon request or it can be viewed on the official school website online at **Nctschools.org**.