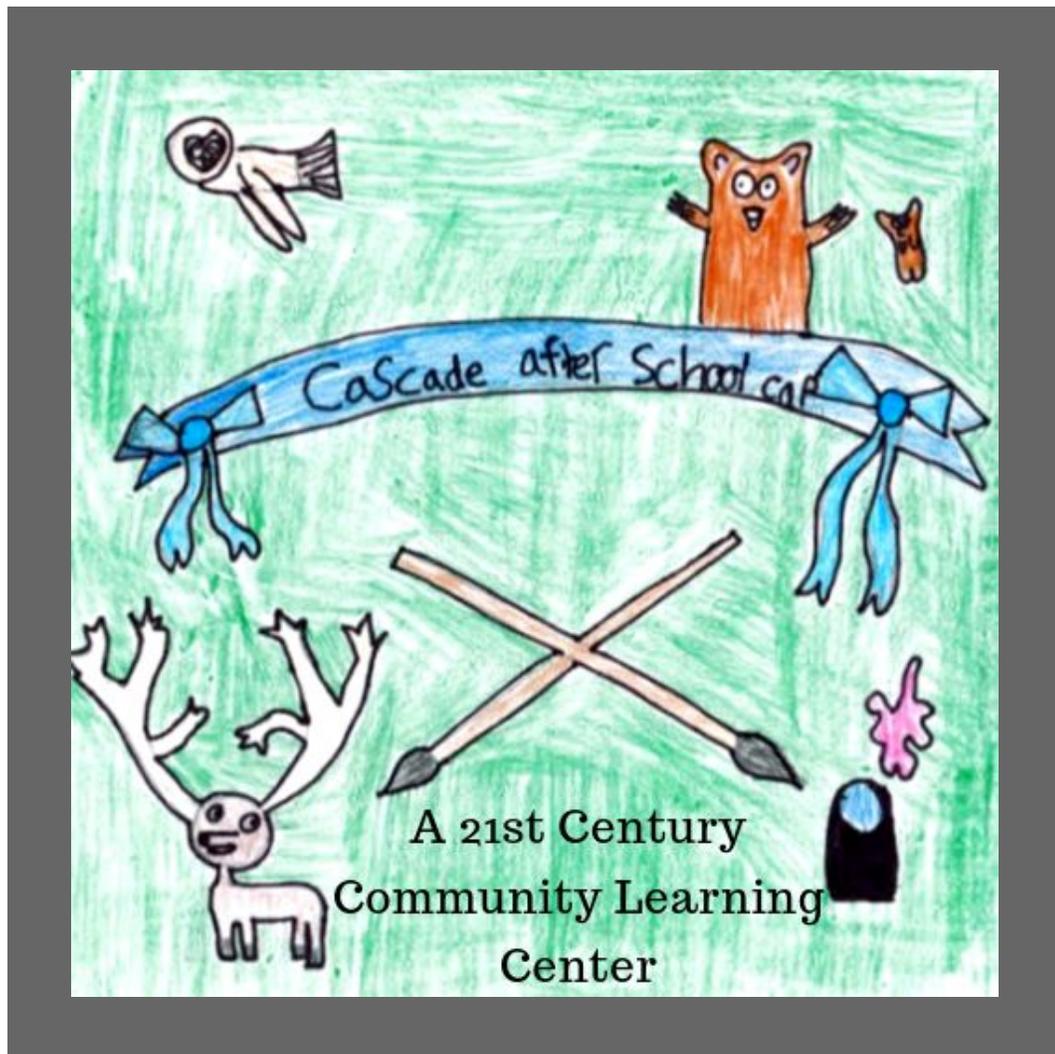


Cascade Afterschool Program *Parent/Student Handbook*

2020-2021

A Nita M. Lowey 21st Century Learning Center



Welcome to the Cascade After School Program, a place of learning and discovery for all of Cascade's kids, K-6. Through collaboration, our community has made our children a priority and we are offering fun and engaging afternoons focused on learning and creativity for every child from kindergarten to 6th grade. As a parent or guardian you are welcome to join us each day and model what lifelong learning looks like in the heart of the Idaho mountains.

Please contact the Director for the appropriate COVID-19 protocols before joining us.

Hope to see you soon!

Mission:

The CAP 21st Century Community Learning Center **collaborates** with community partners to nurture our children and their families and create an **inspiring educational environment** in which to **thrive**. CAP **empowers students** by providing **engaging** academic challenges in language arts and STEAM; **experimentation** in the fine arts; **expeditions** in the natural environment; and promotes **leadership** skills and **healthy** lifestyle choices. CAP provides **life-long learning** opportunities to enrich families and **affirms** parents and guardians in their role as **their child's first and most influential teachers**.

Objectives:

1. Improve student academic achievement in the areas of reading, math, language, science and art through collaboration with each child's educator.
2. Promote healthy lifestyle choices and recreational opportunities.
3. Provide participants opportunities to engage in social, cultural, academic, and recreational activities that build social skills and appreciation for individual cultures, and the unique natural environment found in Idaho's "back yard".
4. Promote increased parent and family involvement and life-long learning opportunities through child/guardian events and collaborations such as field trips, adult nutritional classes, parenting classes and support groups for grandparents who are guardians of their grandchildren, financial planning courses, and encourage adult educational and career skills acquisition. Parents/Guardians will be urged to attend the following enrichment opportunities offered within the Cascade area in cooperation with CAP's community partners:
 - a. Financial Peace University, financial literacy education
 - b. Promote GED for parents and guardians
 - c. Parenting classes/workshops
 - d. Healthy promotion workshops with St. Luke's Community Health Improvement
 - e. Cascade School District School Talks
 - f. Family Night activities that focus on learning and fun.
5. Increased awareness of the benefits of healthy lifestyles.
6. Enrolled participants must have regular attendance. See pg. 5

Standard Hours of Operation

CAP meets the same days that Cascade Public Schools are in session beginning on September 28 and ending on May 7. Daily operational hours are 3:15 pm - 5:30 pm, Monday, Wednesday, Thursday, and 3:15 - 6:00 on Fridays. On Tuesdays programming hours are from 2:15 - 5:30 due to early dismissal in the Cascade School District. Total program hours per week is 12 ¾ hours.

By request of our parents CAP does not offer programming on Halloween, "Early Release Days" or the same day as Elementary concerts. If you have any questions about this policy please contact the Director.

Because CAP cannot disrupt a student's classroom time and many opportunities for enrichment require travel distances of 100 miles or more, CAP may schedule field trips during parent/teacher conference days. Special parent/child activities occurring on weekends may be facilitated by offering organizing and transportation to those events.

Application Procedures

Participants are accepted through an application process. Applications can be acquired by contacting CAP Director Kristal Kangas-Hanes at kristal@cascadeschools.org or CAP's Program Coordinator Trisha HillSnapp-Rankin at cap@cascadeschools.org. Applications are also available at the Cascade School District Offices. Completed applications can be returned to Cascade Schools offices or your child's teacher.

Upon receiving an application CAP staff will:

1. Contact the parent/guardian with a confirmation that the application was received and is being reviewed.
2. CAP will determine the status of the application and will contact the parent in a timely fashion regarding the open application:
 - a. Incomplete, requesting specific information
 - b. Complete/accepted, with follow-up information
 - c. Complete/ placed on waitlist

Inclusion Policy

CAP is an inclusive after school program and applications for students who have a 504 or IEP are welcome. To best serve children who have open 504 or IEP status, CAP will collaborate with the local education provider in order to provide appropriate accommodations to ensure the highest standard of enrichment for all participants.

Expectations of all Parties

Please See COVID-19 Reopening Plan

Parents/Guardians may expect that CAP will provide:

1. A learning environment that is safe, supportive, and caring with a growth mindset.
2. An open door policy to discuss with the Director concerns related to their child/children or to discuss feedback concerning the program.
3. Frequent communication with Parents concerning both positive and negative behaviors of their child. CAP views negative behaviors as opportunities to learn and will address these privately with the student who is responsible for the behavior. If repeated negative behaviors cannot be resolved between CAP staff and the child, the parents will be consulted and will be asked to team with the staff in a support plan to address the child's negative behavior. Removal from the program is a right CAP reserves in specific cases.
4. Parents will be informed promptly if their child does not arrive at the program in a timely manner.
5. The Director or Program Coordinator/Clerk will regularly inform parents about planned program activities through email. If in the event unforeseen cancelations or changes to the program occur texts and phone calls may be made.
6. An open-door policy for Parents/Guardians at CAP who are encouraged to volunteer on a regular basis.

7. Release of students will be only to adults who are identified by the parent/guardian as permitted to take custody. CAP may ask for photo ID.

CAP expects that parents will:

1. If your child will be absent from the program parents/guardians will contact CAP Coordinator/Clerk at cap@cascadeschools.org **before 10:00 am**.
2. Pick-up their child at the appropriate time and sign their child out at pickup. If someone else will be picking up their child CAP staff will be notified before programming begins that day.
3. Parents will attend to any communication from the program, including but not limited to phone calls, text messages, emails, newsletters, flyers, etc.
4. Parents/guardians agree to comply with the policies within this handbook.

Children may expect:

1. CAP maintains a safe, supportive, and consistent environment where everyone is treated with respect and practices a growth mindset.
2. All age-appropriate program equipment, materials, and facilities are equally accessible.
3. Discipline is respectful, logical, and equitable.

CAP Children will:

1. Conduct themselves in a responsible manner at all times.
2. Check in to CAP IMMEDIATELY, daily, and on time.
3. Practice grit, perseverance, and resilience.
4. Practice a growth mindset, seeing mistakes and challenges as opportunities to learn.
5. Demonstrate respect at all times, towards themselves, others, and the places we learn.
6. Participate in the activities provided.
7. Remain in areas designated for CAP at all times.
8. Practice good stewardship (care for) materials, equipment, and supplies by using them responsibly and returning them to their place when done.
9. Make friends and have fun!

Behavior Policies:

CAP is dedicated to applying the “Love and Logic” model of management which tells children “You can do anything you choose as long as it is not a problem to you or anyone else”. When redirection is required, CAP staff will follow these procedures:

1. Students will be given prompt feedback concerning the negative behavior demonstrated and then will be invited to determine alternative behaviors that reflect positive or appropriate behavior. This step may be repeated multiple times as long as the student demonstrates an earnest attempt to correct behavior each time. CAP recognizes that teaching, no matter the topic, takes time and we are patient teachers.
2. If appropriate behavior cannot be demonstrated, the child will be asked to “reset”; time and quiet space which helps to process alternative behavior or acceptable actions will be provided. This determination may be made with staff or may be made by the student with the staff’s approval. CAP supports the idea that children must learn to solve their own “small problems” thus owning their behavior and its outcomes.
3. If a child’s negative behaviors become repeated problems to him/herself or others then the Director will contact a parent/guardian in order to team with the child for resolution. CAP supports the idea that when a small problem is repeated, targeted, or intensifies it becomes a “big problem” and the student requires the skills of trusted adults.

4. CAP must provide a learning environment for all children and in extreme cases of disrespectful or dangerous behavior, termination from CAP may result.

Fees

As a 2019-2020 21st CCLC grantee, CAP is fully supported by grant funding and free of charge to all participants whether homeschooled, public schooled, or privately schooled. The CAP program grant is contingent on the number of students served. **Consistent attendance** is considered in lieu of any monetary fees. Research of typical after school programs which operate for 2-3 hours show that most programs charge \$200 - \$500 per month. Your child's regular attendance is crucial to their learning and demonstrates support for a creative and safe after school program and CAP thanks you for your loyalty.

Parent Involvement/Community Volunteers

Please See COVID-19 Reopening Plan

CAP believes that children who have strong networks of trusted adults thrive and excel in school and life, therefore, parents and community members are encouraged to regularly volunteer during the after school hours.

1. Background Check Policy

Background Checks are crucial as first-line security for our children. All staff and all regular parent/community volunteers will be asked to submit to a current Background Check (within the last 6 months). A volunteer will be considered "regular" when they have volunteered for 10 days. Best practices require that volunteers are always in close proximity of CAP Staff and may not escort or chaperone students independently of staff.

2. Visitor Sign-in/Sign-out Policy

All visitors on the Cascade Schools Campus must first report to the office and sign in as a visitor, receiving and wearing an ID badge while on campus. COVID-19 protocols are in place in the 20-21 school year. Badges must be returned to the office where they were acquired and visitors must document the time they exited the campus in the office documents. Since much of our programming is not on campus, any visitor to CAP must sign in/out with CAP Staff as well.

Transportation/Drop Off/Pick Up Policy

Please See COVID-19 Reopening Plan

The Cascade School District will provide transportation to off-site activities as well as delivery at the end of daily programming upon request of the parent/guardian. When weather and distance/schedule allows, students will walk, escorted by staff, to off-site activities. CAP Staff will carry a first-aid kit, emergency contact, and medications at all times.

The following Procedures for the start of CAP and parent pick up/delivery :

Start of CAP Programming: Students from grades K-6 will be released by their classroom teacher and be expected to meet CAP staff IMMEDIATELY in the "CAP Gathering Area". Students must have all personal items and homework as students are not allowed to return to their classrooms once CAP programming begins.

Grades K-2: CAP Staff will check-in students in the “Commons” outside and under the covered walk near the double doors that lead to the “Concrete Hall”. Staff will perform a well check (temperature and asking the students what they are feeling) as they check all students in. Students in grades 3-6 will take their belongings to their “CAP locker” then proceed to the cafeteria where they will have their well check. We expect them to be in the cafeteria checking in with staff within 5 minutes of class release.

Student Exit: Programming ends at 5:30 pm Monday-Thursday and 6:00 pm on Fridays. Please see the protocol (#1) Please avoid entering the school whenever you can. This protocol makes any contact tracing a little easier.

1. **Students will be dismissed on Monday-Thursday at 5:30 pm and Fridays at 6:00. Parents are asked to wait in the parking area until their child/ren are brought to the entry by a CAP staff person and a verbal and visual “Check Out” has been made. Staff will note check-out to the parent/guardian in the attendance report. This procedure minimizes sharing common items for sign-outs such as pens and clipboards. And this procedure serves to limit the number of community contacts in our classroom. If a parent needs to pick a student up before dismissal please text the Director at 208-271-1050 or call the Learning Center at 208-630-6057 ext.2581.**
2. Parents/Guardians indicate on the application the end of day drop off needs of the family, indicating if CAP transportation will be needed. Due to winter weather conditions, CAP delivery times may vary
3. Because sunset can be as early as 5:05 in December in Valley County, walking students under the age of 10 must be accompanied by an adult, or a young adult, who has been approved in writing by the parent/guardian. CAP staff **may** be available to escort home walking students with prior arrangements made in writing. **CAP urges students to have reflective tape on their outerwear and carry a flashlight in the dark winter months.**
4. Students whose parents have requested bus delivery will be transported on a Cascade School District van or bus; or in the case of a drop-off in the City Limits, may be walked to the agreed location. **If a student under the age of 10 is being dropped off, an adult must be present and verified by the driver/staff escort.** Staff may not, at any time, transport students in private vehicles.
5. Transportation schedules may vary or be canceled due to inclement weather or availability of bus; parents will be notified as soon as possible.

Parents/Guardians may contact the Director, Kristal Kangas-Hanes on her personal cell phone: 208.271.1050 in the case of an emergency.

Attendance:

Please See COVID-19 Reopening Plan

During the 2020-2021 Cascade After-School program will be a no-fee academic enrichment program. However, in order to meet attendance minimums to guarantee funding from the Federal/State 21st CCLC Grant (and remain free of charge), the grant states that a minimum of 27 students will attend each day., To be counted as “attending”, a student may not be officially counted until that student has attended a minimum of 30 days. Attendance is taken daily.

In order for us to receive funding, the Idaho State Department of Education requires that our program meet or exceed 80% attendance. We ask that enrolled students average a minimum of 4 days of attendance a week.

Absences: All absences must be conveyed from parent/guardian to the Program Clerk, or in the absence of the Program Clerk, the Director. Please email the Program Clerk at cap@cascadeschools.org no later than 10:00 a.m. on the day your child will not be in attendance. Please state in the subject line "**Absent today**" to help her quickly prioritize your message. **Unexcused, or regular absences may result in your child's removal from the program.** Minors may not, at any time issue an absence or issue instructions concerning absences drop-off, or custody matters. Please contact the Director to discuss any circumstances that would regularly affect your child's attendance.

Wellness/Nutrition Policy:

CAP is a participant of the USDA Child Nutrition Program and through the 21st CCLC grant is required to provide a CNP designed healthy snack/beverage at no charge to the children at the beginning of each program day. Medically restricted diets or diagnosed food allergies must be stated on the CAP Application form and the Director and parent/guardian must meet concerning the stated food allergy/restriction. Children with a ***diagnosed food allergy or dietary restriction*** may bring a snack from home. A note from a licensed family care provider must be provided and maintained in the student file.

Treats from home must not take the place of the CNP balanced nutrition snack and must be shared with ***all*** other CAP participants. Please contact the Director/Coordinator to arrange the time/location if your child wishes to provide a special treat to all.

Illness Policy:

CAP's programming is very active, often located outside regardless of weather conditions, and is often facilitated by community members. Please keep your child home when they are ill. If a child becomes ill during CAP programming, they will report to a CAP Staff and the Director or Coordinator will contact a parent/guardian and arrange the pick up.

Dress Code:

CAP is designed to be physically active and academically excellent. Because our students are active academic participants, to avoid any unnecessary distractions, CAP adheres to the Cascade School District Dress Code. Much of CAP is outside, and in the Central Idaho Mountains that require outerwear that is appropriate for cool autumn/spring and cold, wet winters. Coats, snow pants, hats, and gloves along with snow boots will be needed for winter outdoor activities. In addition, students will be participating in swimming and water skills, therefore modest swimwear that promotes a high level of athletic practice is important for each student. **Please clearly label all items with student initials or name...each day CAP will have no less than 50 small feet to put boots on, thank you**

If the clothing requirements of a CAP activity is a problem for your family, please contact the Director or Coordinator, our partners support Cascade families and CAP can help.

Cascade Aquatic Center does have suits/towels which they can lend for students who have a need. Please contact the CAP Director or CAP Coordinator for more information.

Cell Phones/Personal Belongings:**Please See COVID-19 Reopening Plan**

CAP assumes no liability for lost/damaged personal items. Students are asked to keep their personal belongings in their backpack. *Students are not permitted to return to their classrooms once they are dismissed.* CAP adheres to the Cascade School District cell phone policy and asks that all student communications have the permission of CAP staff prior to phone use.

Early Release Days/Holidays/Emergency School Closures:

Cascade After-School Program does not offer services on early release days, days when no school is scheduled, or holiday breaks. Our parents have requested that CAP suspend programming on Halloween and evenings when concerts are scheduled, allowing families to gather for dinner early and dress. In the case of extreme weather events, the Director and/or school administration will make a decision on the day's programming schedule and will notify you as quickly as possible. There is no programming on "Snow Days" due to dangerous weather conditions and roads.

CAP Calendar and Newsletter

CAP will publish a regular newsletter and calendar with planned activities and locations listed. Please find these items on Cascade School District #422's Facebook page; these items will also be sent to the email address you provided in your child's application. Because of our many partners and their duties, they may be updated occasionally which cannot be anticipated. CAP will make every effort to keep parents/guardians informed concerning programming.

As a partner of Cascade School District, Cascade After-School Program is bound by all policies of Cascade School District #422.

Contact Information:

<p>Kristal Kangas-Hanes, Director CAP Cascade Schools: 208.630.6057 ext 2581 Hm: 208.325.8136 Cell: 208.271.1050 kristal@cascadeschools.org</p>	<p>Patricia HillSnapp-Rankin Cascade Schools: 208.630.6057 ext 2581 Cell: 208.315.0191 cap@cascadeschools.org</p>
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Please complete the form on the following page and return it to CAP within 2 school days. Thank you!

This form must be signed by a parent/guardian and placed in student files in order for participation in the Cascade After-School Program.

By signing this form you acknowledge you have read this handbook and are aware of its contents.

Student's Name (please print)

Date of Birth

Signature of Parent/Guardian

Date of Signature

If you have additional children in the CAP 21st CCLC Program, please complete the following information. Use additional lines if necessary.

Student's Name (please print)

Date of Birth

Student's Name (please print)

Date of Birth