

Little Flower UFSD



21st Century Community Learning Centers



After School Program Handbook

Dedicated to the education of all students

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Introduction

Welcome to the Little Flower Union Free School District's After School Program, funded by the 21st Century Community Learning Centers (CCLC). Although the Little Flower School has provided after school enrichment activities to its students in the past, we are excited to continue expanding this program and its opportunities to our students by working with 21st CCLC. The information provided in this handbook serves to clarify the roles, responsibilities and expectations of all participants in the after school program in addition to the goals and positive outcomes this program will provide to its participants.

Throughout this handbook, there will be references to several Little Flower UFSD documents which are provided on the district's website: [Little Flower UFSD Website](#). These documents will also be hyperlinked in the handbook so that they may be accessed electronically. The referenced materials will include:

1. [Student Handbook & Code of Conduct](#)- Located on the school website under the tabs labeled "For Students" as "For Parents"
2. [Parent Handbook](#)- Located on the school website under the tab labeled "For Parents"
3. [Employee Handbook](#)
4. [District Wide Safety Plan](#)- Located on the school website under the tab labeled "District"

The After School Program is offered at the Little Flower School from Monday to Friday except when there are holidays or emergency closures. The program runs during the school year as well as throughout the summer. Select weekend programming is offered to residential students.

Sites and Contacts

Little Flower School

2460 N. Wading River Rd

Wading River, NY 11792

After School Hours: 2:50pm - 5:05 pm

Main Office: (631) 929-4300

Health and Wellness Center: (631) 929-6200 x7210

AOD Office: (631) 929-6200 x7203

Robert Scappatore, Building Principal: (631) 929-4300 x105

Michael Gordon, Assistant Principal/Director of Special Education: (631) 929-4300 x103

Maureen Vu, 21st CCLC Site Coordinator: (631) 929-4300 x224

Mission Statements

Little Flower Union Free School District's Mission Statement: The mission of Little Flower UFSD is to meet the individual educational, social and emotional needs of all students. We seek to create a learning environment where our students foster the tenets of respect, responsibility, and self-worth so they can transition back into their community and take pride in their accomplishments.

21st Century Community Learning Centers After School Program's Mission Statement: Our proposed "Caring Campus Connections" or "Project 3C" seeks to address students' traumas and notable academic setbacks by capitalizing on the trust and positive rapport established between students and school faculty. We seek to further propel students' resilience by providing high interest, structured afterschool activities that include rich educational, recreational, and self/leadership development activities infused with a strong college and career ready component, along with a parental component that addresses pressing factors impeding parental participation and empowerment of this very specific parent population.

Goals of the Program

21st Century Community Learning Centers will offer a range of high-quality educational, developmental, and recreational services for students and their families.

- The program will offer high quality core academic enrichment activities in the areas of English Language Arts (ELA), mathematics, and science.
- In partnership with LF-CFS residential facility and with Suffolk Community College, the program will provide an array of youth development activities (e.g. nutrition and health, art, music, technology and recreation) and college and career readiness activities.
- The program will establish and maintain partnerships within the community that continue to increase levels of community collaboration in planning, implementing and sustaining programs.
- The program will provide highly sensitive and relevant services to parents of residential students.
- The program will offer services at least 15 hours a week on average and provide services when school is not in session, such as during the summer and on holidays.

Participants of 21st Century Community Learning Center Programs will demonstrate educational and social benefits and exhibit positive behavioral changes.

- Students regularly participating in the program will show continuous improvement in achievement through measures such as test scores, grades and/or teacher reports.
- Regular attendees in the program will show continuous improvements on measures such as school attendance, classroom performance and decreased disciplinary actions or other adverse behaviors.

Attendance Policy

If a student does not attend the regular school day, they will not be allowed to participate in the after school program. Additionally, if a student has excessive absences then administration will determine whether the student will be temporarily suspended from participating in the after school program, and the appropriate length of time for suspension.

As noted in the previous section, our after school program hopes to engage students in a way that will increase positive educational, social, and behavioral outcomes. Students are encouraged to participate in the after school program as often as possible. A high rate of attendance is beneficial to helping each student show improvement in these areas. Consistency in showing up and participating is expected to increase desirable outcomes of the program. For this reason, we do not prohibit participation by setting a strict numeric attendance policy.

Check in/Check out

At the end of the regular school day, a member of the school day staff must accompany their student(s) participating in the after school program to the designated room. If the after school program staff is not yet in place, the school day staff member must wait with their student(s) until the after school staff arrives.

The after school security staff members record attendance in each session. Students must be present in the program's designated room by 3:05pm. At this time, the security staff will take attendance as per the student sign-up list (provided by the Main Office). A copy of each day's attendance is provided to the School Principal to keep on file, and a copy is also provided to the AOD office at the RTC.

At the end of the program, the after school program staff escort students back to their cottage (if RTC student), or their bus/parent for pick up (if Day student).

Discipline Policy

Little Flower approaches discipline as it does education - while there are constants, each student requires a unique review of circumstances and a program respective to their individual needs. While behavioral expectations are outlined in our district's [Student Handbook & Code of Conduct](#), a traditional discipline policy (e.g., an if-then continuum) does not appropriately reflect the population served.

Discipline may be implemented upon any breach of rules within the Code of Conduct, but each incident is carefully reviewed by administration and our behavior support team leadership, taking into account circumstances surrounding the incident, history of the student, and individualized education plans. A disciplinary action is determined by not what will punish the student most, but what will help the student understand how their actions impacted them, their peers, and the school community, and a path that will address the root cause of the behavior, limiting any negative impact on the student's overall well-being.

We utilize a combination of programming to inform and support our disciplinary practices, including Positive Behavior Interventions and Supports, Restorative Practices, the Sanctuary Model, and Therapeutic Crisis Intervention.

Parent/Guardian Expectations

Student success in the after school program is influenced by parent support. Therefore we strongly encourage parents/guardians to be as involved as possible in order to aid students in growth and success throughout their participation in the after school program.

For Little Flower School Day students, parents/guardians are expected to provide transportation home for their child from the program. They are expected to arrive at the school prior to the program's dismissal time of 4:50pm, and must enter the building through the Main Entrance to receive their child. If the parent/guardian expects to be late due to an emergency, they must contact the Main Office or the building administrator (see contact information above) to notify the staff of their expected arrival time.

Student Expectations

Students are expected to behave appropriately during the after school program as they would during the regular school day. All expectations are outlined in detail in the district's [Student Handbook & Code of Conduct](#), specifically under section II "Prohibited Student Conduct" and the "School Wide Expectations" G.I.A.N.T. Matrix.

Responsibility of Students

Student responsibility is a key component to the Little Flower UFSD, as mentioned in our mission statement, as well as to the after school program. A detailed list of student responsibilities is outlined in the district's [Student Handbook & Code of Conduct](#), specifically under section I "Student Rights and Responsibilities". All of the listed items are applicable during the after school program in addition to the regular school day.

Field Trip Permission

After school programs may request permission to attend off-ground events or activities that are appropriate for and aligned to the program.

For all Little Flower School Day students: Parents/guardians will be provided with a "Field Trip Permission Slip" which will provide the destination of the field trip, the responsible staff member(s), the departure/arrival times from/to the school, and any meal accommodations as necessary. We must receive a signed permission slip for off-grounds trips in order for your child to participate.

For RTC students: The RTC staff serve in loco parentis of students' guardians and can grant and/or withdraw permission for field trip participation.

Personal Belongings

Student's personal belongings are the responsibility of the child. More information is available in the district's [Student Handbook & Code of Conduct](#), included under "Student Property".

Accidents/Emergencies

In the event of an emergency, the after school program will follow the procedures outlined in the [District Wide Safety Plan](#). Related events and emergencies may include natural disasters such as lockdowns, fires, severe storms, etc.

Health and Safety

If a student feels ill or obtains an injury while participating in the after school program, they will be escorted to the campus Health and Wellness Center (HWC). The phone number for this office is located above with the program's contact information.

The after school program staff will remain with the student until they are advised by the nursing staff of the recommended plan of action. At this time, the student will either remain in the care of the HWC staff or will be escorted back to the program with the after school program staff member.

The staff member will notify the administrator on duty and, if appropriate, the parent/guardian will be contacted to pick up the child early.

Medication Administration

All medication information must be provided to the Main Office. This information is also filed at the HWC for all students, whether RTC or Day students, as per state regulations.

The HWC is located on campus and has a licensed nursing staff that is available 24/7. The HWC is responsible for all medication administration.

For students who receive daily medication that is to be administered during after school program hours, a staff member will escort the student to and from the HWC at the appropriate time for the student to receive their medication.

Child Abuse Reporting

All after school staff are mandated reporters. Therefore, all staff will follow state and federal regulations and procedures involving suspected child abuse. Additional information can be found in the district's [Employee Handbook](#).

Summer Program

The after school program operates year-round and is offered during the summer months as well. The program hours during the summer are from 2:00pm until 4:00pm. Summer school dates are listed on the school calendar which is available on the Little Flower UFSD website under the "For Parents" tab.

All information provided in this handbook is applicable for the summer program, with exception of time changes for check-in and dismissal.

Parent/Client Information– Civility Policy

We advise you to review the district’s [Parent Handbook](#) for further information. Any concerns may be directed to administration (see contact information above) and will adhere to the Parent Handbook.

Scheduling

A variety of programs are available each day. Students have the liberty of choosing which after school program they would like to attend. When students arrive in the morning, they are to inform their homeroom teacher of their program choice for the day. The teacher will add their name to the appropriate program list via a shared Google Sheet which is accessible by the school day teachers.

To ensure proper staffing and safety, there is a maximum of 12 spots per program per day. With a limited number of available spots, students are encouraged to select and sign up for their desired program upon arrival to school.

Students have until 2:30pm to request or change their program selection. At 2:30pm, the sign-up sheet will close and no changes are to be made.

Dismissal/Release of Students

Students are expected to participate in the after school program for its entirety until dismissal at 4:50pm. At this time, after school staff will escort students to their cottage to ensure that supervision is maintained and that there are cottage staff members ready to receive the students. If for any reason there are no RTC staff members present, after school program staff must remain with the students until they can be handed off to appropriate RTC staff.

For Little Flower School Day students, staff will remain with the student until the parent/guardian arrives and is able to receive their child. The parent/guardian must meet staff inside of the Main Entrance to confirm their identity and relation to the student before the staff member can release the child.

Supervision Policy

Supervision is critical to ensure safety, wellness, and participation. All after school staff should follow the protocol stated in the district's [Employee Handbook](#). The same protocol is enforced during the after school program as is during the regular school day.

All after school programs are staffed with one program leader and one program assistant. The maximum staff-to-student ratio should not exceed 1:6. There are also two security staff members working each day to assist with supervision and to provide behavior support when needed. A program administrator is on duty and available at all times during program hours (see contact information above).

Students are expected to be cooperative and respectful of staff supervision. Any concerns should be expressed to the program administrator(s) on duty.

Snacks

The Little Flower UFSD participates in the *NYSED After School Snack Program* which affords each child a nutritious snack while in participation. Student allergies are available on the district's student data management program. However, we highly recommend educating your child on foods that they should avoid due to any allergies.