



## 4-H Afterschool Parent Handbook

### UTAH COUNTY 4-H AFTERSCHOOL PROGRAM

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## PHILOSOPHY/ELIGIBILITY/SCHEDULE

### PHILOSOPHY

4-H Afterschool is for:

**Young people:** 4-H Afterschool provides opportunities to participate in fun, exciting programs while developing valuable skills with lifelong benefits.

**Parents and family members:** 4-H Afterschool creates safe, healthy, enriching environments that enhance young people's social, emotional, physical, and academic success.

**Volunteers:** 4-H Afterschool offers an opportunity to share a special skill with young people.

### ELIGIBILITY

4-H Afterschool offers a variety of clubs each semester. Clubs are various and can run for several weeks. Youth must enroll with 4-H, (the cost for enrollment is \$5.00 annually) and also pay club dues for the 4-H Afterschool Program each semester. Club dues are generally \$5.00 a club, but can cost more if the club requires more expensive equipment e.g. ballroom dance costumes. Club size is limited to 10-17 youth per club and some are age-group specific. Sign up will be on a first come basis.

Youth enrolled in 4-H may not bring siblings, other family members, or friends to 4-H if that youth is not enrolled in 4-H that day. Youth not enrolled in 4-H will be sent home.

Remember: class size is limited, so sign up early.

### SCHEDULE

Clubs will start on September 3, 2013

They will start Mondays at 1:45 pm and end at 3:45 pm. Tuesday-Thursday they will start at 2:45 pm and end at 4:45pm.

## HEALTH/SAFETY

### HEALTH

#### *ILLNESS*

A student may not attend the 4-H Afterschool program with any of the following symptoms:

- Fever over 100°
- Discolored Nasal Discharge
- Sore Throat
- Undiagnosed Rash
- Severe Cold
- Diarrhea
- Inflamed or Watery Eyes
- Vomiting
- Contagious Illness

Parents and/or emergency contacts will be called to pick up their child(ren) if they come with, or develop, any of these symptoms during the day. Child(ren) may attend the program again when they are free of symptoms for a 24-hour period. All parents in the program will be notified in writing if their child has been exposed to a contagious illness.

#### *MEDICATION*

We can only administer prescription medicines that are:

1. In an original and properly labeled prescription bottle.
2. Accompanied by a Medication Release form signed by the child's physician.

Over-the-counter medicines can only be administered with a note from the doctor and with the medication in the original package.

## SAFETY

### *EMERGENCY CARE*

When the staff deems that emergency medical attention is needed, they will call 911 and then immediately contact the parent. After 911 has been called, it is up to the paramedics to decide on the appropriate action and medical care facility. The parent will be responsible for all medical costs.

## **SNACKS / DRESS CODE / PERSONAL BELONGINGS / ATTENDANCE / LATE PICK-UP**

### SNACKS

A snack schedule will be posted one week before the day a snack is served. Please notify 4-H Afterschool Coordinator if child needs special accommodations for snack.

### DRESS CODE

We will follow the School District dress code policy.

### PERSONAL BELONGINGS

Due to health and safety concerns, students must keep personal, unrelated class belongings in their own backpacks. 4-H Afterschool Program is not responsible for lost, broken or stolen personal items brought to the afterschool program.

### ATTENDANCE POLICY

Attendance will be taken each day, but is not mandatory.

### PICK-UP POLICY

- For safety reasons, the only people authorized to pick up a student are those listed by the parent on the 4-H Afterschool Enrollment Form.
- If a student is to be released to anyone other than those listed on the 4-H Afterschool Enrollment Form, a note authorizing pick up must be received prior to pick up time. In the case of last minute changes, a phone call will be accepted.
- If a child walks home, it must be indicated on the 4-H Afterschool Enrollment Form.
- Staff will remain with the child until ½ hour after the club ends. If the 4-H Afterschool staff have not been contacted by that time, and parents or emergency contact cannot be reached by phone, the student may be released to the local police department or social services.

**Continued late pick-up will result in dismissal of your child from the program.**

## **GUIDANCE / DISCIPLINE / REGISTRATION**

### GUIDANCE

- Please review the following guidance procedure with your child(ren).
- Respect others
- Respect property
- Stay with your club leader
- Leave personal belongings in backpack
- Obey school rules

### DISCIPLINE PROCEDURES

- The conduct or concern will be discussed with the student; a verbal warning will be given.
- Should inappropriate behavior continue, a 2<sup>nd</sup> written warning will be given and parents will be notified.\*
- Should inappropriate behavior still continue, a 3<sup>rd</sup> written warning will be given and the student will be suspended for three (3) days. REFUNDS WILL NOT BE GIVEN FOR SUSPENSIONS.
- Continued behavior problems may result in permanent dismissal.

\*Parents may set up an appointment with the coordinator to discuss needs and concerns.

## DISMISSAL

- Some behaviors such as shoplifting, fighting, destruction of property, harm to self or others, etc., will warrant suspension without prior warning.
- Failure to comply with the 4-H Afterschool policies and procedures may result in permanent suspension. REFUNDS WILL NOT BE GIVEN FOR SUSPENSIONS.
- Reasonable attempts will be made to accommodate the needs of each student. However, if the student (for any reason) cannot be served by the 4-H Afterschool program, he/she may be dismissed from the program.

## ENROLLMENT

All forms and payments must be completed and submitted in order for your child(ren) to begin the program. Enrollment will be limited due to space and staff limitations.

Instructions to Enroll: Parent must complete, sign and return all forms and enrollment fees to the office or to site coordinator on registration day.

The forms include:

- 4-H Afterschool Enrollment Form
- Medical / Liability / Photo Release / Code of Conduct Form

Parents may not assume that their child(ren) will automatically be enrolled in future clubs until enrollment fees have been received for the clubs they desire to take.

## APPEAL AND GRIEVANCE POLICY

The purpose of the Appeal and Grievance Policy is to inform 4-H Afterschool participants and family members of their rights to appeal and or grieve decisions made by 4-H Afterschool staff and management.

### Policy

- A participant(s)/guardian(s) may appeal actions taken by 4-H Afterschool management affecting involvement in 4-H Afterschool activities and programs including any determination of ineligibility, expulsion from a program or activity, other discipline decisions made by staff members, sexual harassment, and/or complaints of unequal treatment or discrimination based on race, gender, national origin, religion, or disability.
- A participant(s)/guardian(s) wishing to appeal decisions and/or actions made by 4-H Afterschool shall first discuss verbally the complaint with the school's 4-H Afterschool Site Coordinator. The Site Coordinator shall conduct an investigation into the complaint as deemed necessary. The Site Coordinator shall render a decision within ten (10) business days.
- If the participant(s)/guardian(s) is unsatisfied with the decision by the Site Coordinator, the participant(s)/guardian(s) may appeal in writing to the Utah County 4-H Afterschool Educator. The Utah County 4-H Afterschool Educator shall review the complaint along with the decision of the Site Coordinator and any material gathered as a result of the investigation. The educator shall render a decision within ten (10) days of receipt of the written appeal.
- Should the decision of the Utah County 4-H Afterschool Educator be unsatisfactory, the client may appeal in writing to the Utah State University 4-H Program Leader. The Program Leader shall review all information submitted by the participant(s)/guardian(s), the decision by the Site Coordinator, and the Educator. The Program Leader may hold a hearing with the client if necessary to determine the final decision. The decision of the Program Leader shall be final.

Orem Jr. Site Coordinator  
Curtis Cluff 801-610-8142

Utah County 4-H Afterschool Educator  
Cassandra Spaeth 801-851-8435

Utah State University 4-H Program Leader  
Kevin Kesler 435-797-0930

**4-H Mission Statement:** Assist youth in acquiring knowledge, building character, and developing life skills in a fun learning environment that will enable them to become self-directing, productive members of society.

**4-H Creed:** Learn by doing

**4-H Motto:** To make the best better

**4-H Pledge:** I pledge my head to clear thinking, my heart to greater loyalty, my hands to larger service, and my health to better living, for my club, my community, my country, and my world.

