

*PARENT HANDBOOK*



*Teton School District 401*  
*21st CCLC*  
**TETON AFTERSCHOOL**

*“Achieving Tomorrow’s Goals Through Today’s Efforts.”*



## Mission Statement

**We strive to enhance students' lives within a safe, fun and nurturing environment, while affording them with the opportunity for growth and development within the mental, physical, and social facets of their life. We have a commitment to excellence through continued improvement of our students as well as our Program.**

## Vision Statement

**To provide Teton Afterschool participants with:**

- **The opportunity to become life-long learners; focused on the mental, physical, and social aspect of learning as an active member of a community.**
- **A broad array of additional services, programs, and activities (youth development, technology, recreation programs, art, music, character education, etc.)**
- **The realization of their opportunity to contribute to the greater good as an active member of a community.**
- **The awareness that everyone has value and worth as an active member of a community.**

## GOALS

- 1.) **Academic**- 80% of program participants attending 30 or more days will show improvement in homework completion or academic performance.
- 2.) **Family Engagement**- 30% of student program participants will have at least one (1) family member participate in two (2) or more events or attend one (1) class lasting three or more days
- 3.) **Attendance**– 80% of total proposed number of students to be served by the program will be Regular Program Participants (RPP). RPP is defined as a student attending at least 50% of the time the program is open

*Please visit the school website [tsd401.org](http://tsd401.org) for more information*



## Contact Information

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## TETON AFTERSCHOOL APPLICATION/REGISTRATION

Teton Afterschool will provide a safe, enriching atmosphere for children and their families to continue to learn and apply the academic skills that they have learned throughout the day. Our extraordinary partners including: Teton School District #401, Teton Valley Education Foundation and Teton Science Schools will do this by fostering language, coping, academic, enrichment skills and community awareness for the students and families participating. This is not just a diversionary drop off for children. This program will provide students an opportunity to enrich, expand and apply their academic knowledge. TAS will provide a fun and focused environment where students will be able to practice skills learned in a safe and comfortable setting.

We must be able to reach a parent or guardian AT ALL TIMES in case of an emergency. All application materials and information MUST be completed and turned in before your child may attend. If your child is unable to meet the attendance (3 DAYS PER WEEK) and behavior expectations (see Rules of Conduct/Behavior Intervention), they may be prohibited from participating in enrichment courses, attending field trips and may lose the privilege of attendance altogether. Every effort will be taken to give due consideration to extenuating circumstances but the Teton Afterschool reserves the right to make decisions about privileges when student safety is involved.

### A. SNACK and CHAT: 3:10-3:45 MONDAY-FRIDAY

Participants should arrive to SNACK directly from dismissal, no later than 3:10 (1:20 on Fridays). If students are later than 3:20, they may lose enrichment activity privileges that day. Attendance will be taken by TAS staff at snack, and again at Academic Enrichment. **STUDENTS ARE NOT PERMITTED TO LEAVE SCHOOL GROUNDS AND RETURN TO TETON AFTERSCHOOL** unless prior arrangements have been made with the Grant Director and student's guardian. Snack will be at 3:10 (1:10 on early out Fridays) and will be distributed in the ART ROOM for 4-8 and CAFETERIA for K-3. If snack is moved, signs will be posted. Students will be given 15-20 minutes of structured recess/free time after snack.

### B. ACADEMIC SESSION 3:45-4:30 MONDAY-THURSDAY

Every day students are required to bring academic materials and a plan for their academic session. (K-3 will have 20 minutes of read aloud and materials provided if no homework has been given). Examples of successful plans include; ANY HOMEWORK, ANY BOOK/MAGAZINE (school appropriate). Teton Afterschool provides free project materials, books, and magazine to participants. CELL PHONES are NOT ALLOWED during ACADEMIC SESSIONS however, if a parent or guardian needs to reach a student during this time students can be excused for 5 minutes to contact their guardian.

### C. ENRICHMENT SESSIONS 4:35-5:25 MONDAY-THURSDAY

Every day students are invited to attend a different enrichment activity including art, music and humanities, math and science, healthy choices, language, technology, recreation, gardening outdoor education and career exploration. See Calendar each month for rotation schedule. Students can always come up with an enrichment proposal and submit the idea to TAS Staff members. There will also be an option to attend leadership meeting on Friday's at the middle School where students can give input into programming.

### D. FREE FRIDAYS 3:10-5:10 (1:15-3:15 on Early Release Teacher Development Fridays)

Friday programming will run for **two hours** starting with Snack and Chat and moving directly into Enrichment programs including Open Recreation, Open Studio (and Leadership meeting for 4-8).

Open Recreation: Students will have an opportunity to explore a variety of recreational mediums.

Open Studio: Students will have an opportunity to explore a variety of art mediums.

Leadership: Students will have an opportunity to plan upcoming TAS events and enrichment groups.

E. END OF THE DAY AND CHECK OUT:

**MONDAY-THURSDAY 5:25-5:35**

**FRIDAY: 5:00-5:10 (3:05-3:15 on early out Fridays)**

**Monday-Thursday** students will be released from TAS at 5:25, and the buses will depart at 5:30.

**Friday** students will be released at 5:10 and the busses will depart at 5:15. On early release Fridays students will be released at 3:10 and busses will depart at 3:15.

If students do not ride the bus, and will be picked up by a parent, Teton Afterschool ends promptly at 5:30 pm Mon-Thurs, 5:10 Fridays and 3:15 on Early Release Fridays. Please arrange to pick up your child no later than 10 minutes after closing.



**Two (2) late pick-ups will result in being dropped from Teton Afterschool.**

**TAS Bus Privileges**

1st Incident: Driver notifies student of the behavior and it is addressed

2nd Incident: Driver and TAS Director notifies the student of the behavior and it is addressed

3rd Incident: Student loses bus privileges until the Teton Afterschool Director, student and guardian reach a behavior agreement, further behaviors may result in permanent loss of bus privileges

F. ATTENDANCE:

Attendance in TAS is based on Federal Grant Requirements. Attendance is taken very seriously. Students are required to attend at least three days per week to meet fifty percent attendance requirement. Consistent absence in TAS will result in permanent suspension.

Communication

Please read the notes that are sent home with your child and check your email. This will be our most effective method of communication!

Walking or Pick-up

If your student will be walking home, he/she needs to leave as soon as program activities are finished. No adult supervision will be around after 5:40 p.m.

If you plan on picking up your child, please be on time. TAS ends at 5:30 p.m. on Monday-Thursday and 5:10 on Fridays (3:15 on early out Fridays). Late pick-up may result in a suspension of program services for your child.

Attendance

Please **let us know if your child will not be at the program.** Either call, text, or email the Program Director, or send a note with your child to school. Participants must attend three days per week to maintain their position. Attendance will be evaluated monthly.

### G. FIELD TRIPS:

Teton Afterschool may go on field trips. These will be at no cost to participants. Eligibility to attend will be based on the student's attendance, grades and behavior both from the school day and Teton Afterschool. Field Trips will take place during normal Teton Afterschool hours returning to school sites by 5:30, unless otherwise notified.

### H. MEDICAL RESPONSE:

In the event of an accident requiring a medical attention we will call you immediately. If there is a question as to whether or not to call a doctor, we will follow your advice. In the event of an emergency requiring IMMEDIATE MEDICAL ATTENTION appropriate steps will be taken including contacting emergency services and we will contact you as soon as possible. PLEASE INDICATE on your participant's registration form, if they have any relevant MEDICAL CONDITIONS.

### I. RULES OF CONDUCT:

At the beginning of the Teton Afterschool Program year students and staff, will work together to define and post acceptable behaviors for all members of Teton Afterschool. Once established, students will be held accountable for maintaining the appropriate behavior guidelines. Here are a few guidelines to start with!

Value education by

- Arrive on time
- Follow instructions

Integrity is key

- Speak the truth
- Own your actions

Keep a safe environment

- Make safe choices for self
- Make safe choices for others

Show compassion

- Help achieve Teton Afterschool goals
- Value ALL participants and STAFF

Expect excellence

- Plan for academic sessions
- Arrive ready to work

### J. PERSONAL BELONGINGS:

We assume no liability for lost items. Students can keep personal belongings in their backpack. Students are NOT permitted to return to their classrooms once the regular school day is over.

### K. SPECIAL EVENTS: "Parent Nights"

TAS hosts several SPECIAL EVENTS over the course of our year and our participants and their families are encouraged to attend. Please take note of these dates. There will be a minimum of three evening "Parent Nights" At these events, you will see a glimpse of what your child has gained while participating in TAS. Your attendance reinforces their presence in the program, and helps Teton Afterschool achieve the required parent component of the 21st Century Community Learning Center federal grant. These evenings will be filled with learning, student presentations, movies, family activities and more. Please save the dates!

***Thursday, November 21st***

***Thursday, February 20th***

***Thursday, April 24th***

#### L. BEHAVIOR INTERVENTIONS

Teton Afterschool is designed to be a place for participants to thrive and be successful. Occasionally, students make choices that interrupt that goal. Please refer to the “Three Strike Policy” selected by the Director.

#### **Discipline... A “THREE STRIKE” POLICY!**

- **STRIKE ONE: If a student is referred to the Program Director for being disruptive, a parent will be called and the student will be given a verbal warning.**
- **STRIKE TWO: If a student is referred a second time to the Program Director, the parents will be called in for a meeting with the student.**
- **STRIKE THREE: If a student is referred for a third time to the Program Director, they will be placed on a behavior contract or asked to leave the program for the remainder of the program year.**

#### M. STAFF AND PERSONNEL:

Program staff can be identified by their ID badges. TAS will have at least (1) staff member with current CPR and First Aid training on site. Every precaution will be taken for your child's safety. All TAS program staff are background checked in accordance with Teton School District HR policies. TAS is managed by the Director. Interested in volunteering with TAS? Have valuable feedback about the programs activities? Please reach out with any comments, concerns or problems, TAS always strives to improve how we serve our participants

#### N. COMPUTER USE AT TETON AFTERSCHOOL:

All computer access is provided in compliance with Teton School District Information Technology safety measures. If a student accesses an inappropriate site by accident they are to notify their TAS staff member as soon as possible. Students who are using TAS time to access inappropriate material intentionally will lose computer access entirely.

#### O. DAYS OF OPERATION:

Teton Afterschool starts on October 7th and runs through May 2nd, and follows the Teton School District 401 schedule. In the event of school closure, parent teacher conference or certain holidays, TAS will not operate. For more information about days of service and updated monthly calendar please visit the school website [tsd401.org](http://tsd401.org) under parents/afterschool

#### P. EMERGENCY PROCEDURES:

In the event of an emergency requiring immediate response. TAS staff will make a determination whether to EVACUATE or LOCK-DOWN depending on the nature of the emergency.

LOCK DOWN- “Lock down” will be called out on Staff Cell Phones. Staff and participants should move into the nearest secure space with a locked door. Turn off the lights and move away from the door.

EVACUATE- “Evacuate” will be called out on Staff Cell Phones. Staff and participants should find the nearest EMERGENCY EXIT MAP posted inside each classroom. Participants will stay with the staff member that is closest and make their way to the SAFE ZONE marked below in pink. Sheltering in Dug Outs

In either event, the Teton Afterschool Director will give the “ALL CLEAR” on the phone then staff and participants will return to the program. TAS staff and participants will do LOCK DOWN and EVACUATE drills during the year. In the event of an actual emergency staff will begin calling parents, when safe and prudent, for immediate pick-up. Please list a valid emergency contact in case parent is not reachable.

Q. FREE SERVICES FOR PARTICIPANTS, FAMILIES AND COMMUNITY MEMBERS:

Teton Afterschool participants and family members are encouraged to utilize FREE SERVICES including the list below, if you are interested in any of these services please contact the Teton Afterschool Director.



**“A safe place to start.”**

Domestic Violence Sexual Assault Stalking  
Teen Dating Healthy Teen Relationships  
**Awareness Education Advocacy**

Family Safety Network staff and advocates are **available 24 hours daily** providing free confidential support, assistance and resources for victims of domestic violence and sexual assault. We partner with the people in our community to eliminate violence, abuse and oppression.

**Friends, family and concerned people** can call our office 354-8057 (Monday to Friday 9 to 5) or our hotline 208-354-7233 (SAFE) for information and to learn how to support their loved ones who are dealing with domestic violence and sexual assault.

**FREE CONFIDENTIAL SERVICES** in English and Spanish include:

Help understanding sexual assault reporting options  
24 hour hotline  
Emergency shelter  
Safety planning  
Emergency food, clothing and housing  
Safe dating Information for teens and parents

*We look forward to this journey and hope it is an enjoyable experience for all who are involved!*

Contact Information

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