



Hancock Community Education Foundation
21st Century Community Learning Center
After School Program

Parent & Student Handbook

The mission of The Hancock Community Education Foundation is to provide educational support from birth to post graduate and to encourage a greater percentage of students to go on to higher education.

PROGRAM INFORMATION

The Hancock Community Education Foundation (HCEF) 21st Century Community Learning Center (21st CCLC) is committed to providing our students with quality out of school time programs that support both academic and social development. We also provide educational resources for our 21st CCLC families. HCEF's 21st CCLC After School Program is an enrichment program and NOT aftercare. All 21st CCLC programs are planned to provide a valuable experience for your child while meeting the goals and compliancy parts of the grant. Students are expected to attend all sessions of the programs they have selected.

The program is open to all students in Kindergarten through Ninth Grades. All required forms must be completed and returned to the Hancock Elementary and Hancock Middle School Main Offices.

LOCATIONS

21st CCLC After School Programs are housed in Hancock Elementary School and Hancock Middle School. The program runs Monday-Thursday 2:45-5:30pm, and Friday 1:45-4:45pm when school is in session.

REGISTRATION/PROGRAMMING FEES

As part of our funding from the State of New York, there is no registration fee for this program.

ATTENDANCE POLICY

HCEF's 21st CCLC After School Program is an enrichment program and NOT aftercare. As per grant guidelines, it is encouraged for your child to attend five afternoons per week. Attendance will be taken by our staff and reported daily. If your child will be absent or must be picked up early for a doctor's appointment, it is your responsibility to let the Program Director know.

Contact Information :

K-4 : Lorena Soccodato : lsoccodato@hancock.stier.org Phone : 203-952-9646

5-9 : Michelle Estus : Mestus@hancock.stier.org Phone : 570-561-5938

DISCIPLINE POLICY

Both parents and students must sign the student Code of Conduct before students will be permitted to join the 21st CCLC program. The following rules will be in effect during program hours. All children are expected to follow directions given by volunteers and employees of the After School Program.

Inappropriate language, bullying, lying, racial comments, cheating, yelling, running in the hallways, and other unacceptable behavior as determined by the Program Director will not be tolerated.

1st offense: Parent/guardian will be contacted and referral will be sent home.

2nd offence: Parent/guardian will be contacted. Student will be dismissed from the program for 1 day, and referral will be sent home.

3rd offence: Parent/guardian will be contacted to discuss what happened. Student will be dismissed from the program for 1 week, and referral will be sent home.

Meeting with director prior to return to discuss continued enrollment in program.

4th offence: Parent/guardian will be contacted. A referral will be sent home explaining that the child's behavior does not meet the standards of the program and they are no longer welcome to attend. School will be notified.

The following behaviors will result in immediate loss of the privilege to attend the After School Program:

- Destruction of school or personal property
- Use or possession of cigarettes, flame-producing materials, alcohol, drugs, or drug paraphernalia.
- Use or possession of weapons
- Any act or threat of violence or harm towards oneself or others

SNACKS/DINNER

The 21st CCLC program provides a healthy snack and a dinner at no charge. If your child has any dietary needs, please let the Project Director know. This information is also to be provided on the Enrollment Form.

SPECIAL NEEDS CHILDREN

The 21st CCLC program has policies and procedures in place to ensure that students with disabilities are included to the maximum extent appropriate, with non-disabled students in programs, activities and services.

ILLNESSES

If a child becomes sick, they will report to the site supervisor/project director and parents will be contacted to pick up the child.

A sick child is not able to fully participate in our program activities and may also be contagious to other children and staff. Therefore, we ask that you keep your child home if they are exhibiting any of the following symptoms:

- * Fever (100.4°F or higher)
- * Vomiting or diarrhea
- * Deep or uncontrolled cough
- * Excessive nasal discharge
- * Severe sore throat

Please note that a child should be fever-free, vomit/diarrhea free for 24 hours (without the use of fever-reducing medication) before returning to the program. We also recommend that children who are experiencing the onset of cold or flu symptoms be observed at home for a few hours before deciding whether to bring them to the program.

HALF DAYS/HOLIDAYS/EMERGENCY CLOSINGS

There will be no After School Program on half days and school holidays. On days with weather advisories in which school does not dismiss early, the Project Director and school administration will make a decision on the day's programming schedule.

PERSONAL BELONGINGS

We assume no liability for lost items. Students should keep personal belongings, including cell phones and other electronic devices in their backpacks.

CELL PHONE POLICY

The use of cell phones are not permitted during program. If you need to get in contact with your child during program hours please contact Program Director. If your child has their cell phone out during program we will give them a reminder to put it away. If we have to remind them a second time we will ask parents to come and pick up the cell phone.

SIGN OUT PROCEDURES

During all sessions, students will be permitted to walk home only if they have a signed application or note by their parent or guardian. Busing students will begin dismissing at 5:00 pm on Monday-Thursday, and 4:30 pm on Friday. Walkers will also be dismissed at that time. Parents/Guardians who are picking up their child are required to park in the parking lot to sign their child out. Please do not park in the bus lane. Notify us of any transportation changes.

DISMISSAL/LATE PICK-UPS

Parents are responsible for picking up their child by the scheduled dismissal time. If you anticipate being late, please call the Program Director for your child and they will notify the staff.

CONTACT INFORMATION

K-4: Lorena Soccodato Email: lsoccodato@hancock.stier.org Phone: 203-952-9646

5-9: Michelle Estus Email: Mestus@hancock.stier.org Phone: 570-561-5938



Hancock Community Education Foundation

Anti-Bullying Policy

Hancock Community Education Foundation provides a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult.

Staff, children and parents will be made aware of the Foundation's position on bullying. Bullying behavior is unacceptable in any form.

Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the director. An account of the incident will be recorded in an **Incident log**. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

Hancock Community Education Foundation defines bullying as the *repeated* harassment of others through emotional, physical, psychological or verbal abuse.

- **Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.
- **Psychological:** Behavior likely to create a sense of fear or anxiety in another person.
- **Emotional:** Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' or a game or activity, passing notes about others or making fun of another person.
- **Verbal:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumors or making fun of another person's appearance.

Racial harassment can take any of the forms of bullying listed about but is motivated by the victim's color, race, nationality, or ethnic or national origins. Incidents of racial harassment will be recorded as such on the **Incident log**.

Preventing bullying behavior

Staff at Hancock Community Education Foundation will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behavior
- Discussing friendships and encouraging group and team play
- Encouraging children to report bullying without fear
- Discussing the issues surrounding bullying with the children, including why bullying behavior will not be tolerated
- Exploring the consequences of bullying behavior with the children

Responding to bullying behavior

Hancock Community Education Foundation acknowledges that despite all efforts to prevent it, bullying behavior is likely to occur on occasion. Should such incidents occur, the Foundation will follow the procedure outlined below:

- We will address all incidents of bullying thoroughly and sensitively.
- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another child witnesses bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.
- If a member of staff witnesses an act of bullying, involving children or adults at the Foundation, they will inform the supervisor.
- Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behavior is unacceptable and will encourage him/her to change their behavior.
- If the bullying persists, the parents will be informed and we will work with them to try to resolve the issues.
- If this fails to stop the bullying, more serious actions may have to be taken, as laid out in the **Suspension and Exclusions** policy.
- All incidents of bullying will be reported to the supervisor and will be recorded on an **Incident log**. The supervisor and other relevant staff will review the Foundation's procedure in respect of bullying, to ensure that practices are relevant and effective.



Hancock Community Education Foundation

Behavior Management Policy

Hancock Community Education Foundation uses effective behavior management strategies to promote the welfare and enjoyment of children attending the Foundation. Working in partnership with parents, we aim to manage behavior using clear, consistent and positive strategies. The Foundation rules are clearly displayed at every session, and are discussed regularly.

While at Hancock Community Education Foundation we expect children to:

- Use socially acceptable behavior
- Comply with the Foundation rules, which are compiled by the children attending the club
- Respect one another, accepting differences of race, gender, ability, age and religion
- Develop their independence by maintaining self-discipline
- Choose and participate in a variety of activities
- Ask for help if needed
- Enjoy their time at the Foundation.

Encouraging positive behavior

At Hancock Community Education Foundation positive behavior is encouraged by:

- Staff acting as positive role models
- Praising appropriate behavior
- Sticker rewards
- Informing parents about individual achievements
- Offering a variety of play opportunities to meet the needs of children attending the Foundation.

It is inevitable that as children develop and learn, there are times when they need support and guidance to understand that their behavior is not acceptable. Staff at the Foundation will try to determine the cause or triggers of the inappropriate behavior to prevent the situation from recurring.

Dealing with inappropriate behavior

- Challenging behavior will be addressed in a calm, firm and positive manner.
- In the first instance, the child will be temporarily removed from the activity.
- Staff will discuss why the behavior displayed is deemed inappropriate.
- Staff will give the child an opportunity to explain their behavior, to help prevent a recurrence.
- Staff will encourage and facilitate mediation between children to try to resolve conflicts through discussion and negotiation.
- If the inappropriate behavior appears to be as a result of boredom, staff will consult with the child to find activities that more fully engage them.
- Staff will consult with parents to formulate clear strategies for dealing with persistent inappropriate behavior.
- We will not threaten any punishment that could adversely affect a child's well-being (i.e. withdrawal of food or drink).

If after consultation with parents and the implementation of behavior management strategies, a child continues to display inappropriate behavior, the Foundation may decide to exclude the child in accordance with our **Suspensions and Exclusions** policy. The reasons and processes involved will be clearly explained to the child.

Physical intervention

Physical intervention will only be used as a last resort, when staff believe that action is necessary to prevent injury to the child or others, or to prevent significant damage to equipment or property. If a member of staff has to physically restrain a child, the supervisor will be notified and an **Incident log** will be completed. The incident will be discussed with the parent or guardian as soon as possible.

If staff are not confident about their ability to contain a situation, they should call the supervisor or, in extreme cases, the police.

All serious incidents will be recorded on an **Incident log** and kept in the child's file. This may be used to build a pattern of behavior, which may indicate an underlying cause. If a pattern of incidents indicates possible abuse, we will implement child protection procedures in accordance with our **Safeguarding** policy.

Corporal punishment

Corporal punishment or the threat of corporal punishment will *never* be used at the Foundation.

We will take all reasonable steps to ensure that no child who attends our Foundation receives corporal punishment from any person who cares for or is in regular contact with the child, or from any other person on our premises.



Hancock Community Education Foundation

Suspension and Exclusions Policy

Hancock Community Education Foundation will deal with negative and inappropriate behavior by using constructive behavior techniques. We will involve staff, parents and children to tackle disruptive and challenging behavior collectively.

We acknowledge that some children will require additional support in order to achieve acceptable levels of behavior. Where we identify a child with these needs, we will work closely with the parents or guardians to deal with the inappropriate behavior in accordance with our **Behavior Management** policy.

Where a child *persistently* behaves inappropriately, we will implement the following procedure:

1. Give the child a formal warning; staff will explain why the behavior is unacceptable along with the consequences of further incidents.
2. Staff will encourage the child to discuss their behavior, to explain their actions and to identify strategies for avoiding such incidents in the future.
3. Details of formal warnings, suspensions and exclusions will be recorded on an **Incident record** and kept in the child's records.
4. The formal warning will be discussed with the child's parents, and all staff will be notified.
5. Staff will inform the supervisor if a child's behavior warrants suspension or exclusion.

We will only suspend or exclude a child from the Foundation as a last resort, when all other behavior management strategies have failed or if we feel that children or staff are at risk.

Suspensions and exclusions will be fair, consistent and appropriate to the behavior concerned, and will take account of the child's age and maturity as well as any other factors relevant to the child's situation. If appropriate, we will seek advice from other agencies; this may include accessing funding for additional support.

Temporary suspensions

Temporary suspensions will be applied in the following situations:

- Where formal warnings have failed to improve a child's persistent, challenging and unacceptable behavior.
- In the event of an extremely serious or dangerous incident we will suspend a child with immediate effect. We will contact the parents and ask that the child be collected immediately. Immediate suspensions require the supervisor's agreement.

The Foundation may temporarily suspend the child for a period of up to 5 consecutive days. If the Foundation takes this step, we will discuss our concerns with the parents/guardians in order to work together to promote a more desirable pattern of behavior.

At the end of the suspension period the manager will meet with the parents/guardians and the child, in order to agree any conditions relating to the child's return to the Foundation.

Permanent exclusion

In exceptional circumstances, and only when all other attempts at behavior management have failed, it may be necessary to permanently exclude a child from the setting.

If a child is excluded from the Foundation, the parents/guardians will be given a verbal and written explanation of the issues and subsequent actions. The parent/guardian has the right to appeal to the supervisor against the exclusion within 14 days of receiving written notification of the exclusion.