

Tiger Trails

Afterschool Program
21st Century Community Learning Center

Student & Parent Handbook



Unified School District 214
Sullivan School
600 W. Nebraska
Ulysses, KS 67880
(620) 356-1742
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Tiger Trails Administration
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Mission Statement

The Tiger Trails program will help primary thru 5th grade students, by providing a relaxed and supportive environment while having fun and providing positive role models, tutoring, and enrichment activities. By doing so, the building blocks of learning will be engrained into their home, school and eventually adult lives.

General Information about Tiger Trails After School Program

Unified School District 214 received a grant from the Department of Education in the fall of 2002 for 2.3 million dollars to create *A.S.S.I.S.T.*, a 21st Century Community Learning Center, for the students and adults in our community. The federally funded grant lasted for 5 years – it was then sustained with dollars from Grant County Recreation Commission and also USD 214 for 3 more years. *A.S.S.I.S.T.* provided programs that benefited both the students and adults in the community.

A.S.S.I.S.T. (an acronym for After School Student Instructional Support Time) was an academic enrichment before and after-school program that functioned within the umbrella of the Unified School District 214.

In July of 2011, USD 214 once again received the 21st Century Community Learning Center grant to fund the program. This is a 5 year grant, dependent upon governmental funding. A new name was needed, as it was a smaller version of the previous program, but still offering the same great services. *Tiger Trails* was adopted in the summer of 2011. The *Tiger Trails* After School Program is still a partnership between USD 214 and GCRC.

POLICIES & PROCEDURES

Enrollment in *the Tiger Trails After School Program* constitutes an understanding that students and parents will abide by the policies listed as follows:

Section I.

PARENT'S EXPECTATIONS OF THE PROGRAM

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the Site Coordinator/Program Director about concerns related to their child or the program.
3. They will be told about any misbehavior on the part of their child, and to visit with the Site Coordinator/Program Director in order to bring about improvement in the situation.
4. They will be regularly informed of *Tiger Trails* activities.

Section II.

***Tiger Trails* EXPECTATIONS OF THE PARENTS**

Tiger Trails expects that the parents will:

1. Keep the child's records up-to-date as explained in Section VI (Enrollment Forms)
2. Pick up children on time as explained in Section IX (After-School Pick-Up Time)
3. Follow health policy as explained in Section XIV (Health & Safety Policy)
4. Contact the school office (Sullivan – 356-1742; Hickok – 356-3919) if their child will not be attending on a scheduled day.
5. Pay attention to any communications from *Tiger Trails* regarding their child's behavior, and cooperate in efforts to bring about improvement in the situation.

Section III.

STUDENT'S EXPECTATIONS OF THE PROGRAM

Children may expect:

1. To have a safe, supportive and consistent environment.
2. To use all program equipment, materials and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and firm.
5. To receive nurturing care from staff members who are actively involved with them.

Section IV.

***Tiger Trails* EXPECTATIONS OF THE CHILDREN**

Tiger Trails expects that the children will:

1. Be responsible for their actions: keeping hands, feet, and objects to themselves; follow directions the first time they are given, and use no abusive or offensive language.
2. Respect the school rules that guide them during the day and while they are at *Tiger Trails*.

Trails.

3. Remain with the group and staff at all times.
4. Take care of materials and use equipment properly and return them to their place when done, or before taking out new ones.
5. Walk while on school property.
6. Arrive at *Tiger Trails* promptly, according to enrollment information.
7. Display respectful treatment of staff and other students.

TEACHER/STUDENT CONCERNS

Any situation involving a teacher or aide and a student that causes concern should be discussed. The procedure is as follows:

1. Contact the Program Director and make an appointment for a conference.
2. Call Sullivan School office (356-1742) and schedule an appointment with the Program Director.

Section V. ENROLLMENT

Tiger Trails encourages children of all backgrounds to attend.

Enrollment: If the parents/guardians wish to enroll their child(ren), the parents will be provided with a set(s) of enrollment forms. Prior to the child's first day of attendance, the parent/guardian(s) will complete all forms and submit them to the site office. A completed set of forms is required for each child enrolled in *Tiger Trails*

Section VI. ENROLLMENT FORMS

Parents will be asked to complete the following:

- 1) Completed Enrollment Form containing:
 - Special health concerns (i.e. medications, food allergies)
 - Emergency medical contact information
 - Student release form
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- 2) Parent/Student Handbook Acknowledgement

It is the parent's/guardian's responsibility to notify the *Tiger Trails* Program Director if there are any changes in the parent contact and/or emergency information. No student will be permitted to remain in the program without all information on file.

Section VII. WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their child(ren) from *Tiger Trails* are responsible for notifying the site office in writing as to the date of their student's intended withdrawal, on and/or prior to that date.

Section VIII. HOURS OF OPERATION.

AFTER SCHOOL PROGRAM;
3:45-5:30 p.m. – SULLIVAN AND HICKOK ELEMENTARY SCHOOLS



Section IX. AFTER SCHOOL PICKUP TIME

TIGER TRAILS closes at **5:30 p.m.** Students must be picked up no later 5:45. If the parent encounters an emergency situation, he/she is expected to make arrangements for the student to be picked up by 5:45 p.m. **Prompt pickup is imperative.** If a parent or guardian arrives after 5:45pm to pick a student up, the site coordinator will review the policy pickup time.

**Section X.
ABSENCES**

If your child(ren) will not be attending *TIGER TRAILS* because of a scheduled appointment, vacation, or other planned absence, please notify the school office in advance. If your child is ill, when you call the school to report the illness or pick up your child from school, please request the school secretary to put a notice of the child's absence in the *TIGER TRAILS* mailbox. Absentees without prior notification may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur.

Students must attend each day they are enrolled for.

**Section XI.
RELEASE OF CHILDREN**

Any person may be asked for I.D. at any time if the teacher or tutor does not recognize him or her as someone listed on the enrollment form. Students will be released at 5:30 and must be checked out daily by an authorized individual no later than 5:45 p.m. **(according to the school clock).**

Authorized Individual – Only those individual(s) listed on the student's enrollment form are considered authorized to pick up a student. Should an emergency arise and a person not listed on the emergency card needs to pick up the student, the parent must call the school office in advance.

Any other person not listed must report to the *TIGER TRAILS* Site Coordinator in order for them to verify his/her authorization with the parent/guardian by phone before the student will be released.

**Section XII.
SCHEDULED & UNSCHEDULED NO-SCHOOL, AND SCHOOL CLOSINGS**

1. Scheduled No-School Days – *TIGER TRAILS* will not be in session on days that school is not in session such as parent-teacher conference days or teacher in-service days.
2. Unscheduled No-School Days – There will be no *TIGER TRAILS* on days when school is canceled due to weather, etc



**Section XIII.
HEALTH AND SAFETY POLICY**

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please make sure that the *TIGER TRAILS* Program Director/Site Coordinator is aware of the condition. Please make sure that any medication is available and that the appropriate forms for its use have been completed. **Students may not carry medication of any type on his/her person during *TIGER TRAILS*.**

**Section XIV.
INSURANCE**

Accident insurance is the responsibility of the parent.

Section XV.

SNACKS

TIGER TRAILS will serve students **ONE** nutritious snack free of charge each afternoon. Snacks will be prepared by the USD#214 Food Service, following USDA regulations/guidelines. All components of the snacks must be taken.

Section XVI.

CHILD'S PERSONAL PROPERTY

Children's personal property, coats, clothing, school bags, etc. must be cleared from the site after each day of the program. All lost articles are placed in the Lost and Found area of the school. The student's personal belongings are his/her sole responsibility.



Children should not bring money, toys, food or other items not necessary for school activities to *TIGER TRAILS* without checking with the Program Director/Site Coordinator.

***TIGER TRAILS* does not accept responsibility for items lost, stolen or broken.**

Section XVII.

DISCIPLINE AND DISCHARGE

Children are entitled to a pleasant and harmonious environment at *TIGER TRAILS*. The After-school program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program time.

Reasonable efforts will be made to *TIGER TRAILS* children to adjust to the *TIGER TRAILS* setting. Disruptive behavior will be dealt with in the following manner:

1. The misbehaving student will be given a time-out in order for him/her to cool off and think about his/her actions. An incident report will be sent home for the parent or guardian to read and sign. **The student will not be allowed to participate in the After School Program until the incident report has been signed and returned** to the site coordinator, where it will remain with the student's *Tiger Trails* enrollment information.
2. If a second behavioral incident occurs, a second incident report will be sent home for the parent or guardian to read and sign. **The student will not be allowed to participate in the After School Program until the incident report has been signed and returned** to the site coordinator, where it will remain with the student's *Tiger Trails* enrollment information.
3. If a child receives three written behavior-related incident reports within a session, the child will be suspended effective at the end of the third report. The student will be suspended for five consecutive school days. During the week of suspension, the *TIGER TRAILS* Project Director and child's parents will meet in a conference setting in order to determine the conditions of reinstatement.

4. If the severity of a problem is great enough that it could endanger the safety of the child or other children or staff in *TIGER TRAILS*, discharge will be effective immediately. The parent will be notified to pick-up the student from the program immediately.

**Section XVIII.
PHOTOGRAPHING**

Parents give consent for students to be photographed or videotaped for educational purposes and/or promotion of the program.

**Section XIX.
INTERNET USAGE**

TIGER TRAILS and USD 214 provide access for students to state-of-the-art computer technology and the World Wide Web via the Internet. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with the USD 214 Internet User guidelines. Users will agree to use the Internet for only lawful and school related purposes and to contact web sites, which are considered to be appropriate at school. For a copy of the USD 214 Internet guidelines, please contact the school office.

PHONE NUMBERS:

Hickok Elementary	356-3919
Sullivan Elementary	356-1742
USD 214 Superintendent	356-3655
Stephanie Castillo	620-510-2489



TIGER TRAILS Parent/Student Handbook Guidelines

I have read the foregoing and fully understand and agree to the contents thereof.

Parent's Signature

Child's Signature

Date