



respective solutions  
GROUP

21<sup>st</sup> CCLC After School Program at Forest Hills School District

# 2024/2025 SY HANDBOOK

**On Site Phone Number:**

814-487-7613 ext. 6104

(to be used during program hours only)

**Program Rooms:**

High School C103/C104

**Pick-Up Location:**

High School Main Doors

**Pick-Up Time:**

5:15 PM (Pick-ups after 5:30 PM are considered late)

*\*If you need to change your child's schedule/information, or your child will not be attending on a scheduled day, please send a signed, dated note to school.*

**RSG Admin Contacts:**

Chelsea Brink, Program Support Specialist

814-472-2225 ext. 4

[chelsea@respectivesolutions.com](mailto:chelsea@respectivesolutions.com)

Sue Sheehan, Vice President

814-472-2225 ext. 2

[sue@respectivesolutions.com](mailto:sue@respectivesolutions.com)

[www.respectivesolutions.org](http://www.respectivesolutions.org)



Scan this code to sign up for Remind to get a text and/or email about program cancellations and important updates. Download the Remind app to get push notifications on your smart device.

## **Welcome!**

Thank you for enrolling your child in RSG's after school program! This handbook outlines everything that you need to know about our program at your school. Please read this carefully and keep a copy for the duration of the school year. If you have any questions or concerns, please call our main office at 814-472-2225 ext. 4 or email [chelsea@respectivesolutions.com](mailto:chelsea@respectivesolutions.com). Program is funded in full or in part with a grant by the Pennsylvania Department of Education.

## **About After School Program**

After school program is an educational, safe, and fun place to go after school. We work on homework then review and practice what students are learning during the school day. We also do educational enrichment activities that reinforce the skills and lessons that students are learning in school. Program is free and is offered for 36 weeks throughout the school year for 12-15 hours/week.

## **Program Schedule**

Program is from after school until 5:15 PM, Monday-Thursday, on days that school is in session.

Grades 7 & 8: at the end of the day, students will be called to the cafeteria for a snack provided by the district then will report to room C103.

Elementary Students: at the end of the day, students will gather with the "walker" group and be escorted by an adult to the high school building where RSG staff will greet them and bring them to the program room. The district will provide a snack.

We will have homework/academic enrichment time as well as planned, educational activities based on the school day lessons. Each student is expected to come to program prepared to participate in homework time and activities. Students must bring with them to program all homework materials, as well as their backpack and any items that they need to take home. We cannot guarantee completion of all homework; staff do their best to work with students as a group and cannot always provide individual assistance.

## **Activities**

STEAM education (science, technology, engineering, art, and math)

Reading/Language Arts/English

Physical health/wellness and nutrition

Guest presenters

Social Emotional Learning

## **Student Responsibilities & Program Rules**

- Go to the cafeteria/designated area right after school (when you are called)
- Bring your assignment book/folder with you every day and write down all your assignments.
- Bring your homework, books, and supplies with you every day. If your homework is done, bring it anyway. If you have no homework, bring something to work ahead on, study or read.
- Respect everyone always
- Follow directions given by adults; follow all school-day rules
- Work quietly during homework time
- Always ask permission to leave the room
- Cell phones must be put away during program



### First Aid

Program staff will apply minor First Aid (bandage/icepack) but cannot dispense oral medications. Staff will contact parents/guardians if First Aid is necessary. RSG will seek emergency medical care if necessary, and parents/guardians will be notified immediately. If your child needs an EpiPen, please send it with a signed note to be kept in the RSG First Aid bag. We do not have access to the nurse's room.

### Transportation/Pick-Up Policy

- Pick-up will be at 5:15 at the high school main doors. Only persons listed on the student's parent/guardian agreement form are eligible to pick up that student and must sign that student out with program staff. Anyone picking up a student may be asked to provide I.D.
- If you need to pick your child up early, please send a note to school in advance. This should be kept to a minimum as early pick-ups cause a disruption to program. If possible do not send students to program on days they would need to be picked up early.
- Late pick-ups (after 5:30 PM) will not be tolerated and are cause for removal from program.

### Attendance Policy

- It is important for students to attend after school program regularly to get the most educational benefit from the program. Every effort will be made to encourage regular attendance. It is highly recommended that students attend at least 3 days per week, and students **MUST** attend 75% of program each day.
- Students may only attend program if they have attended school that day.
- **If your child is not attending program on a scheduled day, you must send a signed, dated note to school with your child.** If a student is absent from program on a scheduled day, and they were not absent from school and RSG program staff was not informed, staff will call home to inform parents/guardians/emergency contacts.
- Students will only be released from program to go to school-sponsored practices that begin immediately after our program and take place on the school grounds. If your child needs to attend any other type of practice or event (i.e., community softball/baseball), you must sign your child out from program. RSG staff are not responsible for escorting students to other activities or events and will not release students to attend such events without a parent/ guardian signature.
- If students are absent from program for 5 or more consecutive, scheduled days, every effort will be made to organize an interventional meeting to discuss the reason for absence and to find a resolution.

### Remind

At least one adult family member (either the first or second contact listed on the Parent Agreement/enrollment form) **MUST** be enrolled in Remind. Use the code on the first page of the handbook or text @fhdsrg to the number 81010.

## **Behavior Policy**

Should we encounter any behavior problems, there will first be a verbal warning; second offense will be suspension from program for a period of up to two weeks, and third offense will be removal from program. We hope this will not be necessary and we will do our best to create a positive environment for all students and will manage these issues on a case-by-case basis. After school program is a privilege to attend and is voluntary.

## **Cancellations/Inclement Weather Procedures**

- There will be no program if school is canceled for the day, dismisses early and/or all after school activities are canceled. Please pay attention to the local news and/or the school's communication system for this information.
- There may be times when a program cancellation is determined by RSG administration and staff, even if the school did not close. If that is the case, parents/guardians of after school program students will be notified as soon as possible via Remind.

## **Emergency Drills/Action Plan/Procedures**

Students' emergency contact information is kept on site at all times. A copy of your site's Emergency Readiness Plan is available upon request. Staff will lead students through practice drills once a month. In case of an emergency, program staff will contact you as soon as it is safe to do so with information and instructions. Please make sure that at least one emergency contact person is available to be reached via the provided phone number during program hours.

## **Parent/Guardian and Family Participation**

Open houses, focus groups, parent/guardian education classes and events are scheduled throughout the year. You will be notified via information sent home and Remind. Please attend when possible! We have an "open door" policy and encourage parents/guardians to visit program. If you would like to visit, please contact RSG staff or call our main office.

## **Accommodation Policy**

Every effort will be made to accommodate each child's educational, physical, social and emotional needs. Anything that you can provide (school behavior plan, IEP, etc.) would help us to create a plan for program.

## **Data Collection Policy**

By enrolling your child in after school program, you grant permission for RSG staff to obtain: PA Secure ID #, school attendance/tardiness/discipline/ISS data; PSSA scores, report card grades; voluntary data collected by clearance earning Saint Francis University students offering academic or positive behavior learning opportunities; and feedback from teachers and administrators to comply with grant reporting requirements, with the understanding that this information will be kept confidential.

## **Photo/Video Policy**

By enrolling your child in after school program, you grant permission for RSG staff to take pictures and video of your child during the after school program with the understanding that these images may be used for: projects/display boards; student yearbooks; RSG's website/Facebook/Twitter pages; in the local media and shared with RSG partners/collaborators/funders. \*\*If you prefer that pictures/video of your child not be taken, you must send a dated, signed note to be given to your program coordinator.

***If you have any questions or concerns, please email [chelsea@respectivesolutions.com](mailto:chelsea@respectivesolutions.com) or call 814-472-2225 ext. 4. Please keep a copy of this handbook for the duration of the school year. Thank you for participating in our program!***