



# Caroline County **RECREATION** **and PARKS**

Bringing the Community Together

## **CAROLINE COUNTY AFTERSCHOOL PROGRAM PARENT HANDBOOK**



## MISSION STATEMENT

Afterschool Programs are caring communities where staff, volunteers, family members and peers empower youth to creatively explore new experiences that strengthen life skills, enhance academics, and build self-confidence.

## PROGRAM HISTORY

Since the 1990's, Caroline County Recreation and Parks has provided Afterschool programming in various schools throughout the community. Much has changed through the decades, but our commitment to providing high-quality programming for youth has not

## PARTNERS

- Caroline County Recreation & Parks
- Caroline County Human Services Council
- Caroline County Public Schools
- Federalsburg Elementary School
- Denton Elementary School
- Greensboro Elementary School
- Caroline County Department of Health
- University of Maryland Extension, 4-H Program
- YMCA of the Chesapeake
- Choptank Community Health Systems



## **DEAR PARENTS AND GUARDIANS:**

**Welcome to the Caroline County Recreation & Parks Afterschool Program! We are excited that your child will be participating in our program.**

This handbook is designed to provide you with a helpful insight into the Afterschool Program offered through Caroline County Recreation and Parks. It includes detailed information about program activities, procedures and policies. Please read this handbook carefully and keep it in a safe place for easy reference throughout the year.

Through the Afterschool Program, we strive to provide a safe atmosphere where students can enjoy, grow and learn once the school day is complete. Our trained staff are committed to providing a positive program experience that is nurturing and enjoyable for your child. We welcome suggestions and ideas that will help us to make your child's time at the Afterschool program both beneficial and rewarding. You are encouraged to share your thoughts with us at any time.

The Afterschool program is paid for by a partnership between Caroline County Recreation & Parks and Caroline County Public Schools at Federalsburg and Greensboro and between Caroline County Recreation & Parks the Caroline Human Services Council at Denton. Many thanks to the Caroline County Board of Education for their ongoing dedication and support of the Afterschool program.

If you have any questions about the content of this handbook, please contact Caroline County Recreation and Parks at 410-479-8120.

Best Regards,  
CCRP Afterschool Staff

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## ELIGIBILITY & ENROLLMENT

Students in grades 2nd through 5th are eligible to participate in the Afterschool Program at Greensboro Elementary and students in grades 3rd through 5th are eligible to participate in the Afterschool Program at Denton and Federalsburg Elementary. We target students who can benefit from increasing their school day attendance, peer socialization, good nutrition and fitness, mentorship, and a stable, secure environment after regular school hours.

We welcome students of all abilities and backgrounds and will make a concerted effort to meet all our participants' needs. If a child has special needs that will impact their participation in our program, we ask parents and guardians to provide any relevant information and documentation (i.e. IEPs, 504s, accommodations, physician's notes, etc.) that will help us better serve those students. Best efforts will be made to meet any reasonable, documented accommodations however they may be limited by funding and/or staffing constraints and cannot be guaranteed. We enroll new students on a consistent basis and keep a waiting list if the program is operating at capacity. Students who are regularly absent from programming are in danger of being withdrawn, especially if students are waiting to enter the program.



## SCHEDULE

Programs operate Monday through Thursday, from school dismissal until 6:00 p.m. This provides roughly two and a quarter hours of programming. We aim to be in session 90 days from the end of September through the beginning of May. Please refer to the Afterschool calendar provided with this handbook for other important dates, such as field trips, special events, and scheduled days off.

In the event of inclement weather or other disruptive occurrences, the Afterschool Program will follow Caroline County Public Schools' decisions regarding the cancellation of afterschool activities. Delayed openings do not affect normal program hours and regular afterschool programming is never held on days that the school system dismisses students early, although days with planned early dismissals are targeted as potential field trip dates.



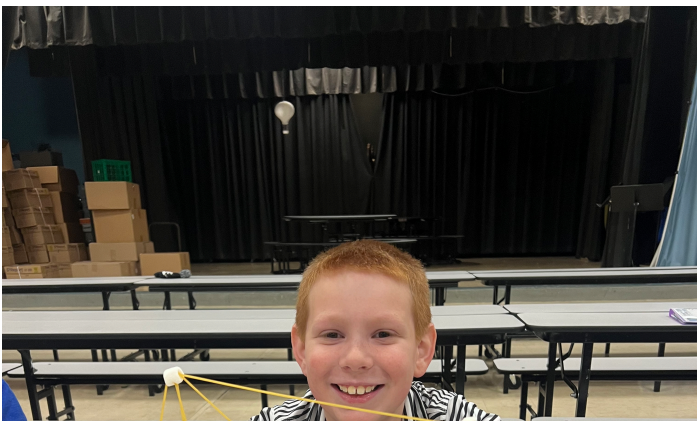
## ATTENDANCE

Students are expected to attend the program daily unless a parent or guardian has notified us otherwise. If a child is participating in another school-based activity offered at the same time as afterschool, the student should report to afterschool first to be signed in before participating in the alternate activity. At the conclusion of the alternate activity, the student should be escorted back to Afterschool programming.

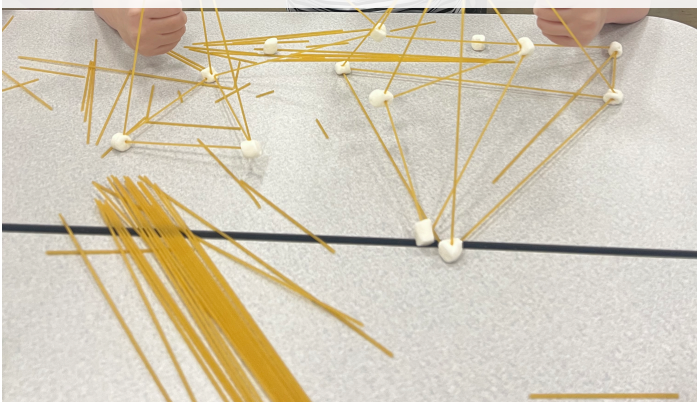
If a student will not be staying for Afterschool on a given day, parents should send a signed note addressed to both the school-day staff and site coordinator. A parent may also call the site coordinator. The site coordinator should also be notified of a planned prolonged absence from the program (such as a vacation or illness). Teachers are expected to send all afterschool students to program daily unless otherwise notified by the parent or guardian.

If a child does not arrive at the program and there is a suspicion that the child skipped coming to the program without permission, the site coordinator will make an effort to contact the child's parents and/or emergency contacts. Absences without prior notification may be mistaken for a missing child, resulting in unnecessary concern and time spent in determining the child's whereabouts.

Parents wishing to withdraw their child from the Afterschool program need to contact the site coordinator, preferably in writing, communicating this along with a reason and effective date. Students who are persistently absent without cause are at risk of being withdrawn from the program. Best efforts will be made to contact parents and work out either a way to keep the student enrolled or withdraw them from the program.



## PROGRAM DETAILS





## FIELD TRIPS

We strive to expose our students to educational opportunities in their own backyards and across the region through periodic field trips. These are usually scheduled on non-school days or half days and are available for free or at a low cost. Lunch will be provided, but parents are normally responsible for providing transportation to and from school (transportation to the trip destination will be provided). Permission slips must be filled out completely and returned by the deadline before a participant will be allowed to attend a field trip. Field trips are a privilege and participation in them may be withheld as a consequence to inappropriate behavior in regular program and is at the discretion of the site coordinator. Past trips have included visits to Whoville in Greensboro, the Dover Skating Rink, the Paul Sarbanes Environmental Center, Chesapeake College and University of Maryland Eastern Shore.



## ACTIVITIES

We offer activities that will not only aim to foster academic achievement, but also promote basic life skills and social-emotional wellbeing. We emphasize active, hands-on, project based learning to provide a unique experience that compliments the regular school day. This includes math & literacy games or activities, allowing students the choice to free read or work on homework. We also offer enrichment activities such as sports, STEM, cooking, arts & crafts, as well as site-specific enrichments tailored to the interests of our students and unique abilities of our staff.



## MEALS

Enrolled children will receive one meal each day during the Afterschool program. All food served meets USDA nutritional guidelines for school food programs and the USDA requirements of the Supper Program. If your child has any food allergies or dietary restrictions, please note this on the registration form and send additional documentation if necessary. It is the parent's responsibility to inform us of any dietary changes that occur throughout the program year. In the event of allergies or dietary restrictions, our program and the Food Services Department of Caroline County Public Schools will make every effort to provide healthy alternatives at mealtime. Withholding food will never be used as a disciplinary action.





## TRANSPORTATION

Bus transportation is available for all students enrolled in the program. Students will be provided transportation to their home or an alternate stop designated by the parent on the registration form. Children under the age of 8 must be received by an individual 13 years of age or older before they are discharged from the bus.

The site coordinator must be contacted if a child's bus stop needs to be changed. It may take up to a week for a new address to be added to the bus route.

Students are expected to follow the bus driver's rules, any disrespectful or disruptive bus behavior may result in disciplinary actions.

Afterschool bus riders agree to the following:

- I will board the bus promptly without shoving or pushing.
- I will behave appropriately, use inside voices & NO shouting.
- I will keep the aisle and emergency door clear of obstructions (ex. feet or bookbags)
- I will keep all body parts inside the bus at all times.
- I will sit in my assigned seat and stay seated at all times
- I will discard trash in appropriate containers.
- I will not take photos or videos on the bus.
- I will not use inappropriate language or gestures.
- I will not fight or touch another person without their permission.
- I will not throw any item in the bus or out the window.
- I will not eat or drink on the bus unless given permission by the bus driver
- I will not damage or deface any part of the bus.
- If I have a problem I will speak to the bus driver when the bus is stopped or when i get off at my stop.



## RELEASE OF PARTICIPANTS

Only parents, guardians, and other authorized adults noted on the registration form can pick students up from the program (afterschool staff do not have access to school day authorizations). Even if someone is authorized and on file with the school, they need to be included on our afterschool registration. The individual picking the child up must come into the school and sign the child out every day. If you need an individual not documented on the registration form to pick up your child, you must contact the site coordinator in advance via call or signed note giving us permission to release your child to this person. Staff have the right to

require individuals picking up children to present a photo identification before being allowed to leave with the child. If there are any court-ordered directives regarding custody this paperwork must be on file with the afterschool program.

If your child attends other extracurricular activities or must, for any other reason, change his or her arrival or departure time, either on a given day or for the duration of the program, please notify the site coordinator prior to the date the change is effective.

For evening school events, parents and guardians should contact the site coordinator and/or send a note stating your child is attending the event and should not ride the bus home. Parents are still responsible for picking the child up at the program end time, regardless of the event start time. If the site coordinator is not notified and/or an adult is not there to meet them when the buses are ready to depart, the child will be sent home on their regular bus.



## HEALTH & SAFETY

Our first priority is to keep your child safe while they are in our care. If your child is injured or is ill during program time, staff will assess the situation and provide care to the best of their ability. In all but the most minor of cases the site coordinator will contact a parent or other emergency contact to brief them on the situation. If the site coordinator deems it necessary they may request that someone come to pick up the child early from the program. It is very important you alert the site coordinator of any changes to phone numbers and emergency contacts.

Please document any medications your child takes on our registration form. We do not have access to the nurse's stations or wellness centers in the school, so if your child requires medication either on a regular basis or conditionally (such as in the event of an asthma attack or bee sting), it must be stored in a lockbox to be used solely for afterschool. In addition, any medication stored on site must be able to be self-administered by the student. The only exception to this is the use of an epi-pen, which our site coordinators and select other staff are trained to administer in the event of an emergency.

The afterschool program follows the emergency procedures developed by Caroline County Public Schools and adheres to the policies designed specifically for each school we operate in (i.e. exit maps and routes, safe meeting places, etc.).



# STUDENT BEHAVIOR CONTRACT

## AFTERSCHOOL BEHAVIOR POLICY

The purpose of this program is to provide a positive, supportive, fun learning environment for the participants. All participants, including staff, students, and observers, are expected to act appropriately and show respect to everyone, always. Disrespectful and disruptive behavior will not be tolerated. When a situation arises that requires intervention, the Afterschool program will use the Caroline County Public Schools Code of Student Conduct to as a guide to discipline students.

Adapted from the CCPS Code of Student Conduct, the Afterschool program strives to:

- Promote program safety
- Maintain a discipline philosophy based on fostering, teaching and acknowledging positive behavior
- Provide for discipline practices based on the use of discretion
- Utilize long term suspensions or expulsions as last resorts

The following participant regulations are designed to provide safe and enjoyable activities for ALL participants.

### **Participants shall:**

- Show respect, fairness and a sense of caring to all participants, program staff, supervisors and/or guests.
- Take direction from program staff/supervisors.
- Refrain from using abusive or foul language.
- Not cause bodily harm to self, other participants, or program staff/supervisors.
- Remain with his/her group and/or supervisor at all times.
- Abide by the program site policies and regulations.

### **Consequences:**

Every effort will be made to work with students to identify how they can be an active participant in being successful in the program.

Participation in the Afterschool program is a privilege. Participants must follow the rules of the program. Disruptive or disrespectful behavior toward other participants or staff negatively impacts everyone's experience in the program and is not acceptable. The guidelines for disciplinary action are as follows:

### Behavior Documentation:

Any minor behaviors or annoyances will be documented in a behavior log by staff or the program coordinator. Staff will give students warnings or consequences depending on the severity of the behavior or if that behavior has been displayed multiple times by the same student.

### Behavior Incident Reports:

A behavior report is written when a student has received multiple write ups/warnings in the behavior log or if any of the following behaviors have been displayed by the child:

- Discrimination
- Stealing
- Intimidation
- Vandalism/Intentional Destruction of Property
- Pulling a False Fire Alarm
- Assault of Another Student or Staff Member
- Possession of Weapons/Illegal Substances

For any behaviors that receive an incident report, the Site Coordinator in consultation with the CCRP Program Specialist, has the authority to deny incentives as well as determine disciplinary outcomes/consequences, including suspension or expulsion from the Afterschool program. Parents will also be notified if their child receives a behavior report.

### **Acknowledgement**

By reviewing this document, I acknowledge that I have received this parent handbook and have been made aware to all program policies of the Afterschool program. You also acknowledge you have reviewed this handbook with your child.



## Providing Safe Transportation for Our Afterschool Program

Our Afterschool team is thrilled to be able to offer transportation services to our Afterschool program participants. Our dedicated bus drivers ensure that every child is safely transported home every evening.

In order to ensure the safety and protection of both school bus passengers and drivers, students are expected to abide by the following expectations established by Caroline County Public Schools and Recreation & Parks:

### **ON THE BUS STUDENTS ARE EXPECTED TO:**

- Board the bus promptly, without shoving or pushing.
- Behave appropriately, use inside voices, NO shouting.
- Keep the aisle and emergency door clear of obstructions (ex. feet, bookbags, etc.).
- Keep arms, feet, head and all other body parts inside the bus at all times.
- Be seated and make room for others to sit as well. Once ridership has been adjusted at the beginning of the program, standing is not permitted.
- Discard trash in appropriate containers.

### **AT ANY TIME, STUDENTS ARE NOT PERMITTED TO:**

- Use cellphones to take photos or videos on the bus.
- Bring animals, alcohol, drugs, tobacco, weapons, glass containers, or explosives on the bus.
- Use vulgar language or gestures, fight or engage in sexual harassment or other improper and/or illegal conduct.
- Throw any paper or objects in the bus or out the windows.
- Operate the emergency door without permission.
- Smoke, drink, eat or play radios without headphones.
- Damage or deface any part of the bus.
- Large objects that cannot be held on a student's lap, such as some musical instruments, class projects, etc..., should not be transported on the bus. Parents should make other arrangements to transport such items to and from school.

Operating a bus requires attention to driving and behaviors that distract the driver's ability to drive safely and effectively complete their job is unacceptable. Failure to cooperate with these rules and guidelines may result in specific assigned seats or students losing their bus privilege. These guidelines will be reviewed with students during the Afterschool program but please also review them with your student at home.

If you have any concerns please reach out to your site coordinator or the CCRP office.

## LIFELONG LEARNING CENTER LEADERSHIP TEAM CONTACT INFORMATION:

|                  |                                    |   |
|------------------|------------------------------------|---|
| Danny Mitchell   | Program Services Manager<br>CCRP   | W 410-479-8135 C 443-239-4240<br>dmitchell@carolinemd.org |
| Nicole Scott     | Program Specialist<br>CCRP         | W 410-479-8143 C 410-463-2107<br>nscott@carolinemd.org    |
| Halie Readores   | Program Specialist<br>CCRP         | W 410-479-8134 C 443-439-1817<br>hreadores@carolinemd.org |
| Debbie Scott     | Program Services Assistant<br>CCRP | W 410-479-8138<br>dscott@carolinemd.org                   |
| Michele Sartwell | DES Site Coordinator               | C 443-295-3555  |
| Felita Friend    | FES Site Coordinator               | C 410-463-3183  |
| Caleb Landon     | GESS Site Coordinator              | C 410-200-7271  |

Stay up to date with things Afterschool by visiting our website: <https://www.carolinemd.org/695/Afterschool-Programs>. You can also access the website by scanning the QR code below.



*The Lifelong Learning Center is made possible through a community collaboration and funding between Caroline County Recreation & Parks, Caroline County Public Schools and the Caroline County Human Services Council.*

# 2025 - 2026 Afterschool Calendar

| September 2024 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | M  | Tu | W  | Th | F  | Sa |
|                | 1  | 2  | 3  | 4  | 5  | 6  |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |
| 28             | 29 | 30 |    |    |    |    |

## September

8 - 18 Staff Training  
29 - First Day of Afterschool

2 total program days

| February 2025 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |

## February

12 - FES Family Night  
19 - GES Family Night  
16 - No School  
26 - DES Family Night

15 total program days

| October 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    | 1  | 2  | 3  | 4  |
| 5            | 6  | 7  | 8  | 9  | 10 | 11 |
| 12           | 13 | 14 | 15 | 16 | 17 | 18 |
| 19           | 20 | 21 | 22 | 23 | 24 | 25 |
| 26           | 27 | 28 | 29 | 30 | 31 |    |

## October

23 - Lights on Afterschool

18 total program days

| March 2025 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
| 1          | 2  | 3  | 4  | 5  | 6  | 7  |
| 8          | 9  | 10 | 11 | 12 | 13 | 14 |
| 15         | 16 | 17 | 18 | 19 | 20 | 21 |
| 22         | 23 | 24 | 25 | 26 | 27 | 28 |
| 29         | 30 | 31 |    |    |    |    |

## March

9 - 12 - No Afterschool (Tri-State)  
16 - No School  
30 - 31 - Spring Break

11 total program days

| November 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            |    |    |    |    |    |    |

## November

5 - 1/2 day of school, No Afterschool  
13 - FES Family Night  
17 - No School  
20 - DES Family Night  
24 - 27 - Thanksgiving Break

10 total program days

| April 2025 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | M  | Tu | W  | Th | F  | Sa |
|            |    |    | 1  | 2  | 3  | 4  |
| 5          | 6  | 7  | 8  | 9  | 10 | 11 |
| 12         | 13 | 14 | 15 | 16 | 17 | 18 |
| 19         | 20 | 21 | 22 | 23 | 24 | 25 |
| 26         | 27 | 28 | 29 | 30 |    |    |

## April

1 - 6 - Spring Break  
6 - Potential Field Trip Date  
16 - GES Family Night  
23 - DES Family Night  
30 - FES Family Night

15 total program days

| December 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | M  | Tu | W  | Th | F  | Sa |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 | 31 |    |    |    |

## December

4 - GES Family Night  
11 - Last Day of Winter Session  
15 - 31 - Winter Break

8 total program days

| May 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | M  | Tu | W  | Th | F  | Sa |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |
| 31       |    |    |    |    |    |    |

## May

7 - Last day of Afterschool

4 total program days

| January 2025 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| Su           | M  | Tu | W  | Th | F  | Sa |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

## January

1 - Winter Break  
5 - 8 - Staff Training/Planning  
19 - No School  
29 - 1/2 day of school, No Afterschool

10 total program days

- Staff Training Days
- No Program Days
- Program Days
- Potential Trip/Family Engagement Nights

93 total programming days