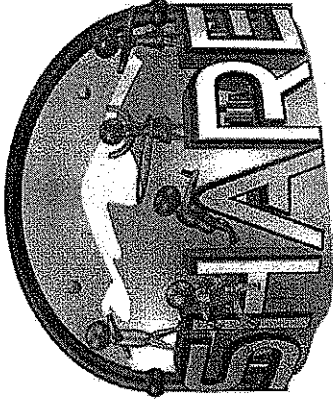


# PARENT GUIDE FOR THE PROJECT SHARE AFTER SCHOOL PROGRAM



- Academic Enrichment including homework assistance, tutoring, interventions, and computers
- Health Enrichment including prevention, nutrition, and exercise
- Recreation Enrichment including sports, crafts, and clubs
- Students will be offered a healthy snack each day of the program

HEALTH • ACADEMICS • RECREATION • ENRICHMENTS

## PROJECT SHARE MISSION

TO ENGAGE CHILDREN IN ENRICHMENT ACTIVITIES WHICH POSITIVELY AFFECT THEIR ACADEMIC, SOCIO-EMOTIONAL AND PHYSICAL DEVELOPMENT.

## PROJECT SHARE VISION

A SAFE, STRUCTURED AND CARING AFTER SCHOOL ENVIRONMENT FOR STUDENTS IN SHASTA COUNTY, SUPPORTED BY THE COLLABORATIVE EFFORTS OF FAMILIES, STUDENTS, COMMUNITY MEMBERS AND LOCAL AGENCIES.

### Project SHARE Office

1644 Magnolia Avenue

Redding, CA 96001

Phone: (530) 245-7830

Fax: (530) 225-0331



## REGISTRATION & PROGRAM FEES

**The Project SHARE program charges a NON-REFUNDABLE registration fee per child. Fees are due upon registration and registration forms submitted without the fee will not be considered complete. The registration fee is due each time a child is registered for the program.** Therefore, if a student is released from the program due to poor attendance, continuous behavior problems or multiple late parent pickup, the registration fee must be paid in order to re-register your child in the program. 30 days after the removal, if space allows.

**The Project SHARE program charges a monthly program fee per child.** This fee assists us in ensuring that your child has access to high quality academic support and engaging enrichment activities.

**In accordance with AB2615, ALL fees for Foster Youth and Homeless Youth are waived.**

Project SHARE is committed to ensuring that ANY child that wants to attend program has the opportunity to do so. Therefore, fee waivers or assistance may be available. Contact your Site Facilitator for more information.

For your records, our Federal Tax Identification # is 94-6002463.

## PROCEDURES

### HOURS OF OPERATION

The program operates every school day from dismissal until 6pm. Please make arrangements to ensure that your child is picked up no later than 6pm. Late fees may apply if you are late picking up your child and may result in removal from the program.

### LATE PICK UP

If a parent/guardian is continuously late picking up their child, Project SHARE staff will provide a verbal reminder that the program ends at 6:00 p.m. and a statement of charges for the overtime fee to the parent. **Payment arrangements for the overtime charges must be made prior to the student returning to program. Excessive late pick-ups can/may result in removal from the program.**

### EARLY RELEASE POLICY AND SIGN OUT

A child may be released from the After School Program to individuals approved on the child's registration form. All individuals will be asked to show a current photo ID Card before a child will be released into their custody. According to the programs early release policy, students may only be released prior to closing based on the following conditions:

- 1) A parent/guardian indicates an Authorized Early Release Code on the Student Attendance Sheet
- 2) The Site Liaison approves the Early Release by signing the appropriate section on the Student Attendance Sheet.

### Authorized Early Release Codes:

Early Release Code 1: Parallel Program

- Examples include: attending an academic or enrichment program (e.g., Intervention, SES, Sports, Dance, etc.)
- Early Release Code 2: Family Emergency
  - Examples include: death in the family, catastrophic incidents, etc.
- Early Release Code 3: Family Need
  - Family Event/Affair: family reunion, special occasions, Open House, etc.
- Early Release Code 4: Medical Appointment
  - Examples include: medical, dental and other appointments related to student's physical, social and/or emotional needs.
- Early Release Code 5: Weather Conditions
  - Examples include: heavy rain, fog, snow, storms, daylight savings
  - o Children who are given permission by their parent/guardian to walk home before closing, or those whose parents/guardians walk them home and pick them up before closing when Daylight Savings is in effect or weather conditions warrant it.
- Early Release Code 6: Medical Emergency
  - Examples include: emergency medical or dental care necessary for student
- Early Release Code 7: Other Conditions
  - Examples include: a situation that arises which can be reasonably assessed by the Site Facilitator related to student injury, illness and/or behavior issues
  - o Program staff will notify parent/guardian
- Early Release Code 8: Transportation Needs
  - Examples include: last available transportation for student

**\*\*\*ANY OTHER REASONS FOR EARLY RELEASE ARE NOT AUTHORIZED\*\*\***  
Unauthorized instances or unacceptable patterns of unauthorized early departures are cause for evaluation for dismissal from the Project SHARE Program.  
Any adult picking up a child **must** sign-out with the Project SHARE staff person in charge.

## STAFFING

### QUALIFICATIONS

All staff must meet the minimum qualifications to be employed by Shasta County Office of Education, including fingerprint, physical and background checks. In addition, staff counted in ratio must be No Child Left Behind (NCLB) qualified.

### STAFF TO STUDENT RATIOS

All Project SHARE sites are staffed at a minimum of a 1:20 staff-to-student ratio. Additional staff include Area Coordinators, Project Coordinators, Enrichment Instructors, and Intervention Teachers.



# Project SHARE After School Program

Shasta Health, Academic, Recreation and Enrichment  
Making a difference...After school-every day!

School 18/19 \_\_\_\_\_



Project SHARE requires **NON-REFUNDABLE** registration fee AND material fee per student. For information regarding fees and fee assistance, contact your Site Facilitator.

**Parent Fees:**

Amount Paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_

## Student Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Grade: \*\*** \_\_\_\_\_ (In year applying for)

Gender: Male  Female

Special Education: Yes  No  Unspecified

IEP/ Special Needs: Yes  No  Unspecified

## IN CASE OF EMERGENCY \*\*FIRST CONTACTS\*\*

Custodial parents/guardians will be notified first in a emergency or for a discipline issue. Please list an alternate choice if custodial parent/guardian cannot be reached. Add this person as approved to pick up child on next page.

NAME \_\_\_\_\_

PHONE # \_\_\_\_\_

WORK # \_\_\_\_\_

CELL # \_\_\_\_\_

Foster Youth: Yes  No  Homeless: Yes  No

Free/Reduced Lunch: Yes  No  Unspecified

Primary Language: English  Spanish  Other

**Please remember to update all contact information as it becomes necessary. Thank you.**

## Custodial Parent/Guardian (1):

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Custodial Parent/Guardian (2):

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Transportation / Pick-Up Info

Permission to **Walk Home**: Yes  No  Time: **M T W Th F** | **Ride Bus** (where available): Yes  No

Child May Be Picked Up By (1)  
 Name \_\_\_\_\_  
 Relationship \_\_\_\_\_  
 Phone \_\_\_\_\_

Child May Be Picked Up By (2)  
 Name \_\_\_\_\_  
 Relationship \_\_\_\_\_  
 Phone \_\_\_\_\_

Child May Be Picked Up By (3)  
 Name \_\_\_\_\_  
 Relationship \_\_\_\_\_  
 Phone: \_\_\_\_\_

Child May Be Picked Up By (4)  
 Name \_\_\_\_\_  
 Relationship \_\_\_\_\_  
 Phone: \_\_\_\_\_

*Child may **NOT** Be picked up by: (1)*  
 Name \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Required documentation on file? Yes  No

*Child may **NOT** Be picked up by: (2)*  
 Name \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Required documentation on file? Yes  No

### Medical/ Miscellaneous Information

Primary Doctor: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Primary Dentist: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Does your student have a behavior plan? Yes  No  If yes, please attach a copy. ←

**IMAGE RELEASE**: I grant Project SHARE permission to photograph/record/use photos of my student, and use such images, at no compensation, for promotional and/or educational purposes, and for unlimited print and/or on and/or on educational websites promoted by Project SHARE, and to promote Project SHARE, and the partnerships between schools and Shasta County Office of Education. **Please initial:** \_\_\_\_\_ ←

**MOVIE RELEASE**: I grant permission for my child to watch rated PG movies during Project SHARE. **Please initial:** \_\_\_\_\_ ←

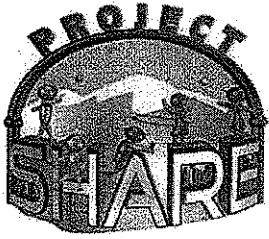
Any **Allergies**? Yes  No  If Yes, please explain: \_\_\_\_\_ ←

Any **Special Alerts/Restrictions**? Yes  No  If Yes, please explain: \_\_\_\_\_ ←

Any **Medications**? Yes  No  Name of Medication: \_\_\_\_\_  
 If Yes, will child be required to take medication during after school hours? Yes  No  Is required documentation on file? Yes  No  ←

I hereby authorize the staff of Project SHARE to secure and sign for emergency medical care for my child at my expense, when necessary. ←  
 \_\_\_\_\_  
 Parent/ Guardian Signature Date

I have received the Parent Handbook for the After School program. I agree to adhere to the program expectations. ←  
 \_\_\_\_\_  
 Parent/ Guardian Signature Date



# Project SHARE

Shasta Health, Academic, and Recreation Enrichment  
Making a difference...After school-every day!

## Behavior Policy / Discipline Step Guidelines

Students participating in Project SHARE are expected to behave in a manner that allows all persons, staff and students, involved with the program equal opportunity and access to all activities without disruption.

Program Staff will address inappropriate behavior in the following steps:

### Step 1: Time Out / Verbal Warning / Verbal Notification to Parent

Use when a student is continually talking, getting out of line, not following directions, not doing homework, not prepared for homework, etc. Staff will use this method to try and redirect the unwanted behavior.

### Step 2: Parent / Student Accountability Report

Use when a student has been given verbal warnings and/or has previously been placed in time-out for an unacceptable behavior, repeated behavior, or a behavior that disrupts the activity he/she is participating in, or upsets another child or children, or minor destruction of property (even if it was an accident but caused because of unacceptable behavior). Parents will be notified and will be required to sign the Accountability Report.

### Step 3: Discipline Referral

This referral will be used for continued unacceptable behavior or more serious offenses. This will result in the child being suspended from Project SHARE for a period of time. suspension. Site staff may request a parent conference at any time and may complete a Behavior Contract, which may or may not include Daily Reports. Referrals follow the progression listed below:

- 1<sup>st</sup> Discipline Referral – Warning - Student sent home **immediately**; Parent/Guardian contacted in person or by phone and **must** come pick up child.
- 2<sup>nd</sup> Discipline Referral – 1 Day Suspension from Project SHARE; Parent/Student Conduct Conference **required** PRIOR to child returning to program. Behavior contract **may** be implemented.
- 3<sup>rd</sup> Discipline Referral – 1 Week Suspension from Project SHARE; Parent/Student Conduct Conference **required** PRIOR to child returning to program; Behavior Contract **will** be implemented or revised.

### Step 4: 4<sup>th</sup> Discipline Referral – Removal from Project SHARE; Student sent home immediately; Parent/Guardian contacted in person or by phone

While Program staff will work diligently to make modifications and accommodations to meet individual student needs, Project SHARE reserves the right to permanently remove a student due to behavior.

**NOTE:** Extreme behaviors, including: fighting, harming others, destruction of property or any other behavior deemed extreme by Program Staff may be suspended without following discipline steps and may result in immediate issuing of a Discipline Referral and/or further disciplinary action. Daily Reports and/or Behavior Contracts may be used together or separate at any time.

**Site staff may request a parent conference at any time.**

## DISCIPLINE POLICY PARENT SIGNATURE PAGE

In order to enroll your child, please sign and return with Registration forms.

I have received, read, understand and accept the Project SHARE Discipline Policy.

Child's Name and Grade: \_\_\_\_\_

Parent/Guardian Signature/Date: \_\_\_\_\_



**Shasta Health, Academic, and Recreation Enrichment**  
Making a difference...After school-every day!

**PARENT/GUARDIAN SUNSCREEN PERMISSIONS**

School Year: \_\_\_\_\_  
Name of Child: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
School Name: \_\_\_\_\_

Participation in our program requires physical activity - indoor and outdoor. Students may be outside for up to 60 minutes at a time engaged in directed activities anytime during the year, weather permitting. Maintaining a safe environment, including **SUN SAFETY**, is a priority for our organization and as such, our Board has adopted Policy 5141.7.

If you have concerns about sun exposure and/or your student has known sun sensitivities (prone to sunburn), you are required to notify our program. As a parent/guardian you will be required to provide sunscreen that meets minimum SPF15- 30 and is DEET FREE. It is also your responsibility to know that the product provided does not cause allergic reactions when applied to your student. You may also provide protective clothing to minimize sun exposure.

**Program Assurances**

Staff will be provided training related to Sun Safety.  
Staff will assure that your child is allowed time to apply sunscreen.  
*\*\*Please note that staff is not required to apply the sunscreen.*

If you have questions about the information provided, contact the after school program director to evaluate your student's participation. Additional information about sunscreen is available online or on our website.

As the parent/guardian of the above child, I recognize that too much sunlight may increase my child's risk of getting skin cancer.

- I understand that it is my responsibility to provide sunscreen that meets product requirements if I wish for my student to apply sunscreen prior to outdoor activity.
- I have provided sunscreen for use on my student. The product is SPF 15 or higher and does not contain DEET or other mosquito repellent. I have clearly labeled the product with my child's name.

Parent/Guardian Full Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GENERAL GUIDELINES FOR USING SUNSCREEN**

**Parent/Guardian Responsibilities:**

- Parent/Guardian is to sign the permission slip regarding concerns about sun safety.



**Board of Education**

- Parent/Guardian will provide sunscreen of SPF 15 or higher and the container will be clearly labeled in permanent marker with the child's name.
- The product shall not contain DEET or other mosquito repellent.
- Parent/Guardian will have made sure the child has used the sunscreen prior to bringing it to school to assure there is no allergic reaction.

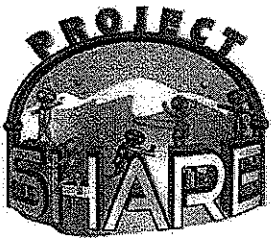
**Staff Responsibilities:**

- Avoid long periods of sun exposure. Sit or play in the shade whenever possible, especially when your shadow is shorter than you are tall.
- Be aware of how much time you are in the sun. Remember, it takes only 15 minutes for a child's skin to sunburn.
- Using sunscreen does not permit the child to be in the sun longer. Sunscreens should be used to prevent sunburn.
- Allow student to apply sunscreen prior to going outside during the hours 10:00 AM- 4:00 PM even on cloudy days. The sun's energy is greatest when it travels through less atmosphere at midday.
- Staff will only allow student to use the sunscreen the parent/guardian has provided.

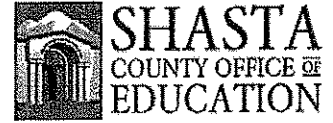
**Guidelines for Applying Sunscreen** (Sunscreen is applied by the student and according to the instructions provided by the manufacturer). These are general guidelines:

- Apply sunscreen 30 minutes before going outside.
- Apply sunscreen evenly to all uncovered skin including the ears and lips but **avoid the eyelids.**
- Apply as much sunscreen as you would lotion to dry skin.
- Sunscreen should be reapplied every 2 hours or every 1-½ hours for broad spectrum sunscreen (contains a UVA and UVB protection factor).
- Sunscreen should be reapplied after swimming, towel drying, or excessive sweating.
- If irritation or rash appears, discontinue use. Notify parents.
- Sunscreen products with **DEET** shall not be used. Sunscreens often are applied repeatedly because they can be washed off. DEET is not water-soluble and will last up to 8 hours. Repeated applications may increase the potential toxic effects of DEET.





Shasta Health, Academic, and Recreation Enrichment  
Making a difference...After school-every day!



## **EARLY RELEASE AND LATE ARRIVAL POLICY**

The Project SHARE After School Program is made possible through the State of California After School Education and Safety (ASES) grant funds. As a funding requirement, students are expected to attend the program following every regular and minimum school day until at least 6:00p.m. In order to gain the most benefit from the program, students are encouraged to attend regularly until at least 6:00p.m. every day.

### **Conditions:**

A child may be released early from the After School Program prior to closing based on the following conditions:

- 1) A parent/guardian indicates an Authorized Early Release Code on the Student Attendance Sheet and 2) the Site Liaison approves the Early Release by signing the appropriate section on the Student Attendance Sheet.

### **Authorized Early Release Codes:**

#### **Early Release Code 1: Parallel Program**

- Examples include: attending an academic or enrichment program (e.g., Intervention, SES, Sports, Dance, etc.)

#### **Early Release Code 2: Family Emergency**

- Examples include: death in the family, catastrophic incidents, etc.

#### **Early Release Code 3: Family Need**

- Family Event/Affair: family reunion, special occasions, Open House, etc.

#### **Early Release Code 4: Medical Appointment**

- Examples include: medical, dental and other appointments related to student's physical, social and/or emotional needs.

#### **Early Release Code 5: Weather Conditions**

- Examples include: heavy rain, fog, snow, storms, daylight savings
  - Children who are given permission by their parent/guardian to walk home before closing, or those whose parents/guardians walk them home and pick them up before closing when Daylight Savings is in effect or weather conditions warrant it.

#### **Early Release Code 6: Medical Emergency**

- Examples include: emergency medical or dental care necessary for student

#### **Early Release Code: 7: Other Conditions**

- Examples include: a situation that arises which can be reasonably assessed by the Site Facilitator related to student injury, illness and/or behavior issues
  - Program staff will notify parent/guardian

#### **Early Release Code 8: Transportation Needs**

- Examples include: last available transportation for student

**\*\*\*ANY OTHER REASONS FOR EARLY RELEASE ARE NOT AUTHORIZED\*\*\***

Unauthorized instances or unacceptable patterns of unauthorized early departures are cause for evaluation for dismissal from the Project SHARE Program.

By signing below, I acknowledge and understand the attendance requirements and Early Release Policy of the Project SHARE After School Program. I understand failure to comply with the attendance and early release standards may result in dismissal of my student(s) from the Project SHARE Program.

Parent/Guardian Name (PRINT):	
Student Name (PRINT):	
Parent/Guardian Signature:	
Date of Signature:	

For questions or for a copy of Educational Code EC Section 8483(a)(1), which supports this policy, please contact the Project SHARE After School Program office at (530) 245-7830.