



Project S.E.A.L.

Making A Difference  
Together

Social \* Emotional  
Academic Learning Centers

Parent Handbook

## Edward Gonzales Elementary School

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COMMUNITY FOR LEARNING

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Welcome to Community for Learning (CFL)  
Out-of-School time Program

*Project SEAL – Social, Emotional & Academic Learning*

**Mission Statement**

*CFL Provides a path to success by empowering children and families with opportunities that support academic success and social-emotional growth.*

It's the mission of Community For Learning (CFL) to provide out-of-school time programs that are more than just safety nets, but also promote positive development and expand children's goals for school and beyond. CFL is based on a social, emotional and academic model with a strong emphasis to provide quality before and out-of-school time programming with enriched activities for children. We do this by offering children academic support in reading and math, homework help, social-emotional learning, and fun recreational activities.

CFL's out-of-school time program is called Project SEAL (Social, Emotional and Academic Learning). Project SEAL assists in meeting state and local student standards in core academic subjects, such as reading and math, and is a community out-of-school time program providing children with the opportunities to take part in a variety of academic and recreational enriched activities

CFL aspires to serve, students, families, the community and the school to develop and maintain a quality out-of-school time program that models and provides choices of centers in the areas of math-numbers, reading-library, science, sensory, creative arts, manipulative area, music, and dramatic play by using fun hands on learning. CFL provides an environment where children can play, learn, grow academically and socially, make new friends and feel safe in their out-of-school time environment. Our program is designed for nurturing children in the area of academics as well as developing a child's social and emotional growth.

**Philosophy Statement**

*Children's growth, development and behavior*

Our goal is to strengthen the whole child – physically, cognitively, linguistically, socially and emotionally by providing and connecting them with structured learning experiences, frequent and varied involvement in reading and writing activities, and positive interactions with caring

adults. By focusing on children from a holistic perspective, we can support not only academic learning, but also the development of a variety of life skills. Exposure to caring adults provides our youth with role models, mentors, guidance, high expectations, an awareness of people's differing interests, strengths and plays an important role in their learning and development.

### *Children learn through play*

Meaningful hands on activities are used to focus on individual needs of students. All children are engaged in reading, writing, speaking, listening, math and science during their centers of choice. Children explore their physical and social world through their senses. Adults can facilitate learning through play by providing children with opportunities to see, touch, taste, and smell. At this stage of early intervention, the out-of-school time program can provide hands on, active team-building games and collaborative learning opportunities to assist in the learning of socially interaction with adults and peers.

### *How Children Learn*

Children learn through play and meaningful hands on activities focused on individual needs of students. Children are engaged in reading, writing, speaking, listening, math, and science during centers of choice with adult supervision and engagement of meaningful conversations that promote vocabulary development and other educational needs. It is the responsibility of the adult in the out-of-school time environment to use the three **Scaffolding Comments** for engaging conversation with your children.

1. **Telling** – Giving them the answer to keep them going or share basic knowledge. Example: "Santa Fe is the capitol of New Mexico".
2. **Demonstrating** – Modeling an act or behavior with the intention of getting the student to do the same. Example: "I am going to re-read the last paragraph to try and understand it better"
3. **Prompting** – Focusing the student's attention on meaning by using a structural or visual cue. Example: "Look at the first two letters in the word," or "Notice how cool the water feels".

The out-of-school time program provides the opportunity to interact positively with children of different ages and adults that can provide one-on-one attention in the areas of reading, math, science, homework, and social, emotional development. CFL uses researched based curriculum to teach social skills along with essential tools that are needed in real life situations. As children move into the elementary school years, their focus shifts from dramatic or pretend play to "games with rules" and organized sports that require strategy and skill. Games with rules include traditional board games, card, video, and computer games, as well as physical

games such as tag and “Red Rover.” Through these play experiences children hone their ability to relate to others, their gross motor skills, and their eye-hand coordination.

### ***The Role of the Adult in a child’s learning process***

The CFL approach fosters youth engagement and development, youth-adult partnerships in learning, and community enhancement, as we believe that these strategies foster a positive learning environment and effectively support the growth, learning, and resiliency of young people. We utilize each unique community as the context for both service and place -based learning. By utilizing a hands-on approach to learning, we can then focus on the full range of competencies needed for young people to become productive, healthy, and socially/emotionally intelligent adults.

It is important to have quality adult supervision, engagement, and meaningful conversations that promotes quality vocabulary development and other educational needs for all children in the out-of-school time program.

When young people participate in effective, high quality out-of-school time programs, there are a variety of individual, family, school, and community benefits that include (but are not limited to):

- Increased engagement in learning
- Better social competence
- Improved academic performance
- More civic engagement and community development
- Reduced involvement in risky behaviors
- Assistance to working families by providing a safe, supervised, and stimulating environment
- Keeping our communities safe

### ***The Physical Environment and how it contributes to learning***

- All CYFD regulations will be posted in all areas in which the out-of-school time program will be located in. This could include the school gym/cafeteria or break out room. Learning centers will be clearly defined using shelves and furniture, labels in English and Spanish, and instructions will be at all centers for all children and adults to read.
- The CFL environment has from 3-9 identifiable learning centers. They are functional with adequate space. Adults will supervise and engage with children in all centers. Materials are well cared for, and organized by type of center.
- The environment may include the various following centers: Dramatic Play, Creative Play, Books, Blocks & Accessories, Art, Manipulative, Music, Science, Math/Numbers, and Sensory.

- Noisy and quiet areas are separated. Floor surfaces are available for different activities. Examples of children’s work are displayed in spaces where students can see them clearly.

### *Children with Special Needs*

CFL will make reasonable accommodations to provide fully inclusive out-of-school time care for any child with special needs that are enrolled in one of our out-of-school time programs. Reasonable accommodation may include adapting space and activities so that all children can participate fully. All children enrolled in CFL programs must be able to manage their behavior in a way that does not compromise the health and safety of the children and staff involved in the program. As well, all children must be able to participate in the group nature of our programming.

The evidence suggests that good out-of-school time programs have some essential characteristics:

- Children need to be given opportunities to solve problems and use their reasoning skills.
- Projects that teach children how to work as a team- to begin to think of “we” instead of just “me.”
- They nurture children’s skills and talents- leads to a child’s self-esteem as well as the three R’s- resourcefulness, responsibility, and reliability.
- They offer choices.

*Project SEAL offers a culture of learning that allows children to safely explore independence, peer relationships and leadership. As well as academic enrichment and social and emotional growth.*

### Curriculum Statement

#### *Play as the primary mode of learning*

A structured, consistent, and well-rounded daily/weekly schedule, complemented by community driven values and rules provides a skeleton for a smoothly run program. Our schedule includes time for academic based learning / homework help, enrichment activities (social-emotional learning), physical activities, and self -selection/play. Although some activities are developed and structured for the participants, we understand that free self-selection or play time is a critical way in which children learn, so these periods are found throughout the schedule with active engagement through the use of learning centers of choice for opportunities to experiment and explore.

A range of activities (grouped within larger themes and subjects) are rotated on a daily, weekly, or monthly basis allowing children to be exposed to a variety of topics, and interests, as well as ways of learning and active engagement with adults and peers. Participants are actively engaged in lessons as they get the opportunity to experiment and explore the subject matter. Children have the opportunity to engage in the social emotional development through weekly lessons using social –emotional learning activities that are active and literacy based.

## **GENERAL INFORMATION**

### ***CFL Staff***

#### **Anne Apodaca, Executive Director**

Anne has a Bachelor of Arts in Psychology and Sociology, a Master of Arts in Social Work, and a LCSW license. She has more than 16 years of experience in social work, non-profit development/ management and behavioral therapy. She serves as a trainer in the area of social and emotional development, and capacity building for small grass-root organizations.

#### **Michael C de Baca, Program Director**

Michael has extensive experience with the New Mexico state department of Education, with a focus on Charter Schools. He has served as the program director for CFL's out-of-school time programs for the last eight years. The Program Director provides management/supervision over the out-of-school time program and the staff.

## ***CONTACT INFORMATION***

If you have any questions or concerns, please contact the Program Director Michael C de Baca at (505) 948-4431

### **New Mexico Community For Learning**

Email: [info@gmail.com](mailto:info@gmail.com)

Office # (505) 242-3353

Fax # (505) 242-2805

## **PROGRAM INFORMATION**

The goal of CFL's staff is to provide a safe and fun environment for children, and a place for social, emotional, and academic growth. The role of the adults working in this quality out-of-school time program is to be a facilitator of the positive development of children through

healthy interactions. All adults will work on the encouragement of realistic life experiences and high expectations for children. High expectations provide all children with the challenges and feedback necessary for engaging the whole child in learning. CFL always plans for active learning between children of different ages who model responsible behavior and share a sense of community. The Site Coordinator is responsible for the day-to-day operation of the program and will oversee and supervise all instructors and volunteers. All CFL staff are trained to engage with all children enrolled in the program. Instructors are required to obtain a background check, have twenty-four hours of professional development per year in the areas of working with school-aged children, out-of-school time programming, out-of-school time classroom management, child development, and choices in an afterschool environment.

### ***Homework Time***

The out-of-school time program will provide a space and time for children to work on their homework each day. If homework is not completed during learning center time, there will be a table or space for them to finish. We will do our best to ensure that children spend time on their homework, **but we do not guarantee that all homework assignments can be completed during the program hours.** Your child may also participate in individual and/or small group tutoring to target specific learning challenges.

### ***ESL Reading and Math Activities for Children***

The after- school program will offer bilingual teaching time and practice time with reading and writing to build fluency in both English and Spanish. Individual and small-group instruction and activities will be provided at sites with bilingual staff capacity.

#### ***Services offered at each school site:***

1. Quality Out-of-school time Care
2. An after-me school environment that offers:
  - Learning activity centers – offering choices for children
  - Homework Help
  - Reading and math enrichment
  - Social - Emotional learning
  - Recreational Activities- Health & Wellness
  - Dance, Music & Art

The following sites are CYFD Licensed and follow the New Mexico State licensing regulations:

- Apache ES
- Coronado ES (am & pm)
- Edward Gonzales ES
- Helen Codero ES
- Reginald Chavez ES



- Whittier ES (am & pm)

\*The following sites are federally funded by 21<sup>st</sup> Century Community Learning Center Grant and offered to the community at no cost:

- Albuquerque Sign language Academy Charter School
- Bel Air Elementary School
- Chelwood Elementary School
- Painted Sky Elementary School

### *DAILY SCHEDULE & HOURS OF OPERATION*

All CFL out-of-school time programs operate five days a week (Monday-Friday). Hours of operation are based on the school's *hours of operation* and/or the needs of the community. All programs operate and follow the APS school calendar, and schedule (snow days, vacation days, holidays, and emergency school closings).

<u><i>Albuquerque Sign Language Academy (21<sup>st</sup> CCLC)</i></u>	Out-of-School Time Hours: 2:45pm-6:00pm
<u><i>Apache ES (cyfd licensed)</i></u>	Out-of-School Time Hours: 1:50pm-6:00pm
<u><i>Bel Air ES (21<sup>st</sup> CCLC)</i></u>	Out-of- School Time Hours: 2:45pm-6:00pm
<u><i>Chelwood ES (21<sup>st</sup> CCLC)</i></u>	Out- of -School Time Hours: 2:40pm-6:00pm
<u><i>Coronado ES (cyfd licensed)</i></u>	Before School Hours: 7:00am-8:15am Out-of-School Time Hours: 2:40pm-6:00pm
<u><i>Edward Gonzales ES (cyfd licensed)</i></u>	Out-of-School Time Hours: 1:55pm-6:00pm
<u><i>Helen Codero ES (cyfd licensed)</i></u>	Out-of-School Time Hours : 1:55pm-6:00pm
<u><i>Painted Sky ES (21<sup>st</sup> CCLC)</i></u>	Out-of-School Time Hours: Mon, Tues, Thurs & Friday: 3:45pm-6:00pm, Wednesday 12:45pm-6:00pm
<u><i>Reginald Chavez ES (cyfd licensed)</i></u>	Out-of-school time Hours : 1:55pm-6:00pm
<u><i>Whittier ES (cyfd licensed)</i></u>	Out-of-School Time Hours: 4:00pm-6:00pm

## Food Service Policy

During the school year, each child will be provided with a daily meal and snack. CFL contracts with a local vendor to provide each child enrolled in the out-of-school time program with a meal and a snack. This program is made available through CYFD At-Risk Child and Adult food program.

Staff is required to maintain a clean and healthy environment. Serving bowls, juice containers, tables, microwave, etc. must be clean and sanitary. Children are required to wash their hands before eating their meal and snack. **\*If your child has nutritional needs please let the site-supervisor know.**

All out-of-school time programs will serve an afternoon meal and snack.

- The use of fruit drinks that contain less than 100% juice or artificially flavored drinks for meals and/or snacks is prohibited.
- The amount and type of food offered must be appropriate for the ages and sizes of children.
- CFL will protect food and drink by properly storing items in an airtight container or by wrapping them.
- CFL will protect all food from insects, rodents, and other vermin.
- CFL will disinfect eating utensils, dishes, and cups before reuse.
- CFL will use cleaning materials for the kitchen and food preparation areas only in the kitchen and will store the materials separately from food.
- CFL will equip dining areas with tables, chairs, eating utensils, and dishes appropriate to the age of the children served and disinfect the areas before and after use.
- Drinking water must be readily available at all times. We will provide sanitary cups or glasses or a drinking fountain for drinking water.

## **Expectations for Parent Involvement**

### ***Open Door Policy***

CFL has an “open door” policy. We are proud of our program and invite you to stop by and visit us. While we encourage your involvement, our preference is that you coordinate your visits with us so we can give you quality time while visiting our program.

### ***Communication and Family Involvement***

To provide a positive atmosphere for your child’s development good communication is essential. The CFL staff may need to know if there have been any significant events in your family’s life such as a move, death, divorce, marriage, health concerns, etc. Please feel free to discuss these issues with the site supervisor. Such events, both positive and negative, can significantly affect your child’s need and behaviors. Likewise, we would like to let you know of any new skills or accomplishments your child may have experienced as well as updating you on how your child’s afternoon went or if there have been any program changes. Please feel free to talk to the out-of-school time staff at any time with questions or concerns you might have. CFL would also like to strongly encourage all parents to come in and share any special talent or tradition that you would like with the children. Please talk with your child’s out-of-school time site coordinator, or the director if you are interested in participating. Throughout the year there will be various out-of-school time events, and everyone is welcomed and encouraged to participate.

### ***Appropriate Student Dress***

All students should dress comfortable and casual unless required to wear uniforms at their school. If you know your child will need a change of clothes, please provide a change of clothing in their personal backpacks.

### ***Family/Volunteer Involvement***

CFL encourages and supports parent / family involvement in the program.

### ***Birthdays and Other Holiday Celebrations***

Birthdays and holiday celebrations are parent/guardian driven. When treats are brought for your child to share with classmates on her/his special day, please let us know. There are some restrictions on what kinds of treats may be offered to children in our program. We can only have items that are store bought/prepared in accordance with the Child and Adult Care Food Program guidelines. Please consider healthy snacks and treats rather than those with high sugar and low nutrition content.

Parents often donate books, puzzles, or games to the out-of-school time program in honor of the child's birthday. The birthday child has the honor of giving, not just receiving on their special day. If you wish to donate an item, the site supervisor can give your ideas of what the class might enjoy. Out of consideration for all of our children and families, we request that you do not pass out invitations for private parties at the out-of-school time program unless all children are invited. If your family does not celebrate a particular holiday due to religious beliefs, we will honor and respect your request and your child will not be required to participate in any holiday celebrations you identify.

### ***Parent Conduct***

Parents and staff are role models for children and must therefore act accordingly. Failure to do so may result in loss of out-of-school time services. Parents must refrain from:

- Physical punishment of children.
- Verbal abuse, yelling, swearing, or cursing.
- Threatening staff, other parents, or children.
- Smoking.
- Quarreling with other parents or staff.
- Disciplining other people's children.
- Contributing to an unsafe environment.
- Drug & Alcohol use

Parents / family members are welcome to participate as volunteers and/or organize a community service project for children. Volunteers are also needed to do other tasks such as: helping children with homework, providing program activities, donations, chaperoning field trips, and recruiting other volunteers.

### ***Family Services***

Each CFL site provides a variety of family involvement and support services. These may include: parent workshops, translation services, referrals, and advocacy, English as a Second Language classes, self-help programs, and in-home support. If you are in need or interested in participating in a particular service (or topic), feel free to request it. Please contact your Site Coordinator and look for postings at your site.

Mental health services for children and families are available at all sites. (contact site-supervisor for more information)

## **Policies and Procedures**

### ***Enrollment Procedures***

All Students who are enrolled in schools that CFL serves are eligible for enrollment. Applications for enrollment are acted upon without regard to race, religion, sex, national origin, disability, or primary language. Space is limited at each of our sites. In as such, determination

for participation is made based on elements such as: first come first serve, teacher and/or counselor referral, student's level of need for additional academic and/or behavioral support, etc. All prospective participants will fill out the registration/application forms and return them to their Site Coordinator.

### ***Disenrollment Procedure***

Each out-of-school time center reserves the right to terminate the enrollment agreement with a family for any reason, including, but not limited to the following:

1. Nonpayment of fees.
2. Failure to observe the rules and policies of this Center as outlined in the parent handbook.
3. A child and/or parent whose needs cannot be met by the program adequately.
4. Physical and/or verbal abuse to staff or children by parent or child.
5. Chronic disruptive behavior that interferes with the provision of quality of care for the other children in the program.
6. All accounts must be settled at this time. There are no refunds on paid accounts.
7. If your child does not attend for two (2) consecutive weeks, without notice, your child will be automatically dis-enrolled, and you will be billed for those two weeks.

***\*According to CYFD policy, contracts through the state will be terminated after ten (5) consecutive unexplained absences.***

### ***Financial Assistance***

If you need Child Care Assistance contact the **Child Care Bureau at 841-4800**, ask for childcare assistance information, and set up an appointment to fill out the appropriate paperwork. If you qualify for financial assistance, your co-payment will be based on the size of your family and your family's income. If you should have questions about this process or if you desire assistance with this process please let the Site Coordinator know at your school and he/she will assist you.

### ***Payment Options & Policies***

CFL has adopted the following fee schedule for participation in CYFD Licensed Child Care programs:

Before School Program:

1. \$15.00 per child per week.
2. There is no single-day fee.

3. There is no reduction for siblings.

Out-of-school time Program:

1. \$35.00 per child per week.
2. For a "drop-in" child: \$7.00 per day for the first 2 days, \$21.00 for the third day.
3. Siblings: \$34.00 per week for the first sibling; \$33.00 per week for the second and subsequent siblings.
4. There may be a partial fee (co-pay) for a child who qualifies under CYFD guidelines.

\*Registration Fee may apply

*Payment Procedures*

- A. CFL accepts credit and debit cards and money orders.
  1. All accounts must be paid in advance; meaning payment is due on Monday morning of the week that service is rendered.  
\*Advance payment for a semester or year will receive a 10% discount.
  2. If payment for a child is not received by the WEDNESDAY following the unpaid week, the child will be dis-enrolled from the program and may not participate until the unpaid balance has been paid (two weeks- unpaid week and current week).
  3. There are no refunds or carry-overs for absence, snow days or school holidays.
  4. Accounts that have a balance at least 14 days past due will be charged an administrative fee of \$10 per week for unpaid balances. Children may not participate in any programs if the account balance is \$50 or more.
  5. Accounts will be charged a \$20 fee for non-sufficient funds or for rejected credit cards. Fee or credits are noted and payment is adjusted to meet the number of days in program.
  6. Children must be picked up no later than 6:00 P.M. Parents will be charged \$5.00 per 15 minute after 6:05pm. If not picked up by 6:30pm APS Police will be notified.
  7. If a child is dis-enrolled for non-payment of fees, CFL will bill the parent for any balance due in the child's account.

There is no discount on weeks with a holiday/snow day during which care is not provided; the fee stays the same. There are no refunds or credits for days missed. If your child will not attend CFL programs for an entire week, there will be no charge if advance notice is given in writing to the site supervisor or e-mail to [info@nmcfl.org](mailto:info@nmcfl.org). This does not apply during our full-day summer camp programs.

### ***Attendance/Notification of Absence Policy***

1. For my child's safety, I will call the site to report all absences.
2. My child will not be absent for a total of 10 or more days during the program (with due consideration for extenuating circumstances).

In order to ensure the safety of our child (ren), **parents are responsible for calling the site to report their child's absence.** Daily attendance is taken when your child comes to the out-of-school time program. Your child must be responsible for coming straight to the program out-of-school time is dismissed.

### **Child Drop-Off and Pick-Up Procedures**

All children enrolled in the program are to report directly to the designated area upon school dismissal. On days of special fieldtrips and/or camps, students are to be escorted by the parent to the program site and checked in with a staff member. **Please do not drop your child off to enter program alone.**

When your child is picked up, she/he must be signed out before they will be released. Students will only be released to individual(s) listed on the child's registration form over the age of 18, and they will be required to show identification. **If someone whose name is not on your registration form will be picking up your child, we must have your written permission to release your child from the program.** We may choose to confirm this with a phone call to you at home or work. It is vital that emergency information is kept current. **Your child's safety is our primary concern.**

If a child is not picked up by the closing time of the program, the Site Coordinator will call the parent/ guardian's home and/or work numbers. If a parent cannot be reached, the emergency contacts listed on the registration form will be called. If neither the parents/guardians nor emergency contacts can be reached within 45 minutes after closing time, law enforcement and/or social services will be notified. The Site Coordinator will notify the Program Director of the situation and remain with the child until the authorities arrive.

## ***Field Trip Policies***

Field trips are first hand experiences that supplement your child's learning in our program. A signed parent permission form is required for your child to attend field trips. Parents must complete a form for each field trip. You will be notified about field trips in advance and will be told the place/event your child will go to, as well as departure and arrival times, etc.

## **Medical Procedures**

### ***Procedures for Handling an ill Child***

CFL cannot provide sick childcare. If your child is sick or may be contagious to others, they could jeopardize the health of the students and staff. Please keep your child at home at least 24 hours or until a doctor approves his/her return. If your child becomes ill, or in our judgment has symptoms that may be contagious, we will separate him/her from other children and you will be notified to pick them up immediately.

If a child has any of the following signs or symptoms of illness, the parent/guardian will be notified to pick up the child from the out-of-school time program:

1. A fever for the child is more than 100.0 degrees or the need to control the fever with medication within the last 12 hours.
2. A runny nose with yellow or green mucus.
3. Eye drainage.
4. A red throat or earache.
5. Unexplained rash or skin eruption.
6. Swollen neck glands.
7. Communicable disease.
8. Diarrhea
9. Fever
10. Head lice
11. Pink eye or symptoms which might be pink eye
12. Untreated skin infection
13. Difficulty breathing
14. Severe coughing
15. Vomiting

The Site Coordinator should be informed of any illness, especially where there is a chance that others may be exposed.

Families will be immediately called for a parent or guardian to pick up their child. If the child has conjunctivitis (pink eye) or a strep throat, he or she must be on an antibiotic 24 hours before



returning. If the child has chicken pox, he or she must not return to school for seven days and/or until all sores are completely dry. If the child becomes sick while at program, the parent will be notified and expected to pick up him/her within the hour. Although we try to make the child feel as comfortable as possible while waiting, we do not have an infirmary to care for the child for an extended time. If the child is sent home sick, he or she is expected to stay home the following day unless there is an absence of fever and an absence of the symptoms listed above. By following these guidelines, not only will it enable the child to regain his/her health more quickly, but it will also protect the other children in our center.

### ***Medication***

CFL does not have the capacity to store prescription medications per regulations, or a nurse on duty to administer them at our sites. Thus, if your child requires prescription medications during program hours, please communicate this with the Site Supervisor.

A *Parent Authorization for Over the Counter Medications* will need to be signed by the parent/guardian of the child. CFL prefers that all medications only be given by the school nurse and NOT brought to the out-of-school time classrooms. If your child has an allergy, eating disorder, or any other special need, you should notify the staff in writing with any necessary instructions.

### ***Accidents/First Aid***

If a child is slightly injured while attending the out-of-school time program, first aid will be administered and parent/ guardian will be notified when the child is picked up that day. All CFL Site staff are trained in first aid and CPR.

### ***Serious Injury/Emergency Procedures***

If a child is seriously injured or has a medical emergency while attending the out-of-school time program, emergency services will be called and the child will be transported to the hospital. Every effort will be made to contact the parent/guardian or emergency contact person listed on the child's registration form. The emergency information you have provided will be taken to the hospital. **It is vital that the emergency information regarding your child be kept current.** A staff member will remain at the hospital with the child until the parent or guardian arrives. Parents will be responsible for all costs incurred in emergencies.

Parents of all children in the program are required to sign a medical release giving the Site Coordinator/staff permission to seek medical attention for the child in case of an emergency.

## ***Safety/Emergency Procedures***

The safety and wellness of our staff and your children are of critical importance to us. Staff is trained in the proactive prevention of injuries and accidents and tries to remain mindful of monitoring for possible hazards. Fire, emergency, and lock down drills are conducted during program hours. Each school site has specific site procedures for lock down or emergency evacuations. CFL staff will ensure those procedures are communicated with all children attending the out-of-school time program. School sites can contact APS Police at 505-243-7712. All sites have lock down and fire required procedures by the front entrance along with a lock down kit. Fire and lock down drills are scheduled once a month.

## ***Inclement Weather/ Snow days and program closure***

When schools close early due to inclement weather or any other emergency situation, the out-of-school time program will not be held. The program will resume on the same day school resumes. If the weather becomes hazardous or an emergency situation occurs after the program has begun, parents are asked to pick up their children as soon as possible. If the out-of-school time program is in question of being cancelled, staff will try to contact as many parents as possible. Parents and guardians should listen to their local radio and/or television stations for confirmation.

All sites will follow the APS snow day and abbreviated day schedules.

- Abbreviated days are days beginning at 10:00 am and releasing at the normal school day- before school will be cancelled, and the out-of-school time programs will operate on the regular schedule. If the school has an early release time due to weather or other circumstances, the out-of-school time program will be cancelled.
- Snow days are closed program days for all sites.

## **Confidentiality Policy**

Information from your child's registration packet, assessments, conversations with school personnel, and conversations with parents will be utilized for program purposes only, and will be kept confidential. Parents should also keep any information they may overhear regarding another child or family member confidential and not share it with others.

## ***Mandated Reporting of Child Abuse and Neglect***

In New Mexico, all personnel working with children are required by law to report suspected child abuse and neglect. All staff are aware of their responsibility to the children and must alert their Site Coordinator immediately if they see any signs of abuse or neglect. When necessary, the Site Coordinator / Staff will contact Child Protective Services to make a report. Reported

cases include a parent who is suspected of being intoxicated when picking up a child. Parents will not necessarily be told that a report has been filed. The out-of-school time staff must cooperate fully with CYFD and Child Protective Services when a report is made.

## **Guidance Policy**

### ***Rules of Student Conduct***

Every child is expected to follow the school day and out-of-school time program rules. School officials have the authority to handle any situation that occurs during the CFL program. The staff will explain what is expected of each child to help them understand limits.

### **Other Policies for Families and Children**

#### **Grievance Procedures**

In the event of a grievance/complaint, the following procedures are to be followed:

- 1) Contact the CFL Site Coordinator at the site with the problem or concern and schedule an appropriate time for a conference.
- 2) If this effort is unsuccessful in resolving the problem, you may contact the Program Director.

#### **Personal Belongings and Lost and Found Items**

Parents are advised not to allow their children to bring valuables to the program. If they do, it is at their own risk. CFL is not responsible for lost or stolen items. Please check for child's belongings each day before leaving the program. All items and belongings should be labeled with your child's name.

### ***Discipline and Guidance Plan***

CFL programs use positive discipline with firm but fair guidance and behavior management. The program's philosophy of discipline is based on respect for the child's self-esteem, setting reasonable limits and consequences, and encouraging increased self-discipline. Our role in guidance is to teach children how to make good choices and help them develop self-discipline, a sense of caring, a sense of fair play, and maturity. We encourage individuality and independence, but each child must be able to interact within the group's limits. Limits will be clear and consistent, and only constructive methods of discipline shall be used to promote good behavior. Corporal punishment, which is a disciplinary action taken with the intention of producing physical pain, will not be used with children. The staff will work with children and strive to cooperate with parents to resolve any problems that may arise.

However, if a child's behavior consistently disrupts the flow of the program, physically or emotionally harms others, or otherwise conflicts with the program rules and guidelines, parents

will be notified. In cases of severe discipline problems, parents may be called to pick up their child immediately and the child may be suspended at that time and/or eventually asked to disenroll from the program.

### Rules of Conduct for Students - General Program Rules

Every child is expected to learn and follow the out-of-school time program rules. CFL staff has the authority to handle any situation that occurs during the CFL Program. The staff will explain what is expected of each child to help them understand limits.

1. Follow the instructions of CFL staff the first time given.
2. Respect and care for other people and their possessions.
3. Respect and care for the supplies, the equipment, and the facility.
4. Be responsible for your own actions, possessions, and messes.
5. Use playground equipment the way it's meant to be used.
7. Stay in areas that are supervised by CFL staff.
8. Show citizenship by participating in site cleanup activities.
9. Be honest, respectful and trustworthy in all you do.
10. Be fair when playing games and using equipment.
11. Have Fun!

### *Consequences for Minor or Single Offenses:*

- **Verbal Warnings:**  
We will let the child know specifically what he/she is doing that we want to stop and we will let them know what action we will take if this behavior continues.
- **Follow Through on Warning:**  
Staff may utilize one or more of the following:
  - Reparations:** A child who causes another child to be injured may be asked to help administer first aid, etc. A child who vandalizes property or destroys equipment will be asked to restore or replace the item.
  - Restitution:** After reparations, a child will be asked to compensate the victim. The victim may be an individual child, the agency or the childcare community. The child will be involved in deciding what action will "make it right", creating a personal solution.
  - Receive a Logical Consequence:** A child who is vandalizing will correct the damage and be given community service, such as washing tabletops. A child who throws trash on the ground will have to pick up that trash, plus extra trash. A child running in a walk slowly area may have to go back to where they started and walk slowly.
  - Removal of Privileges:** A child who is abusing equipment will lose his/her privilege to use that equipment that day. Children who are arguing will lose the privilege of playing together that day, etc. A child who is defiant will lose all privileges until he/she complies with the instructions.

**Parent Notification:** Parents will be notified of the problem and be asked to talk to the child on the phone, or pick up the child from the program.

### ***Procedures for Suspension & expulsion of a Child from the Program***

Unfortunately, there are times when children continue to display inappropriate behavior even though they have had previous warnings and consequences. There will be “No Tolerance” for **major infractions** such as unprovoked violence toward children or staff, or evading supervision, in which case we will ask the parent(s) to pick up the child from the program immediately.

### ***Multiple Infractions***

- First Offense – Write up and Verbal Warning: The student and parent will be given a verbal and written warning that the inappropriate behavior has become chronic.
- Second Offense – Write up and Parent Conferences: During the parent conference the problem will be discussed and possible solutions examined. A behavior contract outlining expected behavior of the staff, the child and the family’s roles in the solution will be drawn up.
- Follow-Up: A follow up meeting with the parents and CFL staff will be scheduled to review the child’s progress.
- Third Offense – Write up and/or Suspension: In the event that the child’s behavior does not improve, a suspension where the child cannot participate in the out-of-school time program for a specified period of time (one day to two weeks) will be invoked.
- Fourth Offense - Dismissal: If the child’s behavior upon return from suspension is not improved, he/she will be dismissed from the program. CFL makes every effort to work positively with each child, but the fact remains that our environment is not conducive to every child.

\*Note: Children may be dismissed or suspended from the program with no warning for major infractions where the safety of the staff, child or other children are compromised such as violence or evading supervision.

### ***Missing Children Procedures***

Once in the care of CFL, if a child becomes missing and cannot be located after a ten (10) minute search by the staff, the parent, the police, and the Program Director will be notified by the site supervisor in charge.

\* Important: This procedure applies to children who check into the program and subsequently become missing, not to children who fail to show up for the program.

## **Assessments**

CFL staff gathers a variety of assessment and observation data about your child's academic, social/behavioral, and developmental functioning in order to target program activities to meet their needs. We have ongoing communication with your child's teacher and make every effort to link academic enrichment activities with what your child is working on during the regular school day. We may also have information sharing conversations with other school staff, such as the counselor, to best understand how to work with your child. You may choose whether or not to allow your child's information to be shared on the *Permission Disclaimer and Liability Release Form*.

## **Data Collection**

CFL is funded by grants and contracts and is committed to evaluating the benefits of our programs; therefore, we develop various reports that include information regarding changes in student academic performance, participation, and attendance. Children's names WILL NOT be used in reporting. You may choose whether or not to allow your child's school records to be included in the *Permission Disclaimer and Liability Release Form*.

Parents will be asked to complete various surveys and other evaluation forms that will assist CFL in monitoring to ensure program quality once or twice a year.

## **Photographs and Videos**

There may be times when photographs and/or video are taken of the children participating in the out-of-school time program. The photographic and video material, whole, in part, or composite may be used as the program sees fit in publication of educational material, promotional articles, and/or for any other lawful purpose. Parents will be asked on the *Permission Disclaimer and Liability Release Form* to give consent for their child's likeness to be used. If you do not wish to have your child appear in any type of media, be sure to indicate that on the form.

## **Questions, Comments, and Volunteers**

If you have any questions, comments, or would like to volunteer in the out-of-school time program, please feel free to contact your child's Site Supervisor, or call 505-242-3353 to speak with the Program Director Michael C de Baca. Your feedback is important to us to ensure quality programming. If you want to volunteer in the program CFL will be delighted, but you must first obtain a volunteer background check from the APS fingerprint office.