

# **SPARTAN VIP AFTER SCHOOL CLUB**



**Spartan VIP Club**

**2020-2021 HANDBOOK**

## **INTRODUCTION**

Welcome to the Spartan VIP Club After School Program! We are glad you have chosen to enroll your child(ren) in our fantastic program. This handbook contains important information about the program.

Our Goal for the Spartan VIP Club After School Program is to provide a safe, educational environment for your child(ren) after their typical school day. It is our hope that each student participating in the Spartan VIP Club After School Program will have a pleasant and positive experience each and every day. A close working relationship between you and the Spartan VIP Club After School Program staff is vital in making this a pleasant experience for your child(ren). As parents/guardians we encourage you to visit the program and to get acquainted with the Spartan VIP Club After School Program staff. Please feel free to offer your suggestions and any concerns should they arise.

You may contact the school office at 308-935-1121. We look forward to supporting and encouraging your child(ren) throughout the upcoming school year.

## **Staff**

Tammy Cash, Staff 308-546-7486

Karla Hickenbottom, Staff 308-571-0412

Heidi Fessler, Ansley Public School Principal 308-539-2805

Gordon Goodman, Ansley Public School Superintendent 402-640-9714

\*Our staff will make every effort to make sure you are informed of the activities occurring in the Spartan VIP Club After School Program. A monthly calendar will be sent home with the theme for each week and daily activities. However, just like life there may be last minute changes now and then, too. If necessary we will also send home permission slips or event information with each student to deliver to their parent/guardian.

\*The Spartan VIP Club After School Program will be located at:

Ansley Public Schools

1124 Cameron Street

Ansley, NE 68814

## **Registration and Enrollment Packet**

The Spartan VIP Club After School Program is available to children who are four years of age and are enrolled in the Ansley Public School preschool up to twelve years of age. Registration is completed on a yearly basis. You may pick up a registration packet from the Spartan VIP Club After School Program site or the school office. **A registration form must be completed prior to VIP attendance.** Also, a \$25 donation per family is requested each year to help cover the costs of snacks and supplies.

The enrollment packet includes the following information:

**Parent's Handbook**-Please take time to read this handbook. It contains info. regarding practices, hours of operation and other pertinent information to your child(ren)'s participation in the Spartan VIP Club After School Program. You may contact the program staff with any questions you have.

**Registration Form**- The information contained within these forms is vital and is used by the program staff to keep your child(ren) safe and for emergency purposes. Please make sure these forms are filled out completely and accurately.

The safety of your child(ren) is our number one priority. We realize that at times there may be individuals you absolutely do not want to pick up or have contact with your child(ren). This section of the registration form puts all staff on high alert and enables the staff to prevent this person(s) from having contact with your child(ren). Also, for the safety of your child(ren) all persons (including parents) arriving to pick up child(ren) must show picture identification before staff will release the child(ren) to their custody. Photo identification will be required until all Spartan VIP Club After School Program staff can identify parents/guardians. If an individual arrives to pick up a child(ren) and they are not the parent/guardian and are not listed as a safe person for the child(ren) to go home with they WILL NOT be allowed to take the child with them. Please make sure to make prior arrangements with the Spartan VIP Club After School Program staff if someone other than the usual parent/guardian will be picking up your child(ren) from the program.

By signing the registration form, you give permission to the Spartan VIP Club After School Program staff to transport your child(ren) in the event of an emergency or field trip. Please note that in the event that your child(ren) is/are transported due to a medical emergency the Spartan VIP Club After School Program staff will notify you immediately. In the event of a program activity/field trip you will be notified prior to the transportation taking place with the use of permission slip that your child(ren) will bring home. This permission slip will need to be signed by at least one parent/guardian and returned to the Spartan VIP Club After School Program staff prior to the program activity/field trip.

## **Hours of Operation**

**Regular School Days**-Monday through Thursday from 3:32 pm UNTIL 6:00 pm. Fridays will be from 2:30 pm to 6:00 pm.

**1:00 Dismissal Days** - open from 1:00 until 6:00 pm.

**Days VIP will Close at 5:00 PM** – Parent/Teacher Conferences and Elementary Music Concert Nights.

**Scheduled Late Start Days** - Open at 7:30 am and dismiss at 10:00am.

**Days of NO VIP** - Unless otherwise notified, the Spartan VIP Club After School Program will not be in operation on days there is no Elementary School or Elementary Track Meet Day.

**Bad Weather**-In cases of extremely bad weather please listen to KCNI or KBEAR for closing information. VIP will not meet when school is closed early due to inclement weather.

## **Snacks**

A snack will be provided during the Spartan VIP Club After School Program. Snacks are donated to the Spartan VIP Club After School Program. Any donations of snack items throughout the year are greatly appreciated.

## **Practices and Procedures**

For safety reasons, children must stay in supervised areas. NO child will be allowed in any other part of the school building other than where the Spartan VIP Club After School Program is taking place. Children enrolled in the program will be expected to **attend immediately after school dismissal.** *We ask that children don't leave then come later; unless a parent or teacher has made arrangements ahead of time with VIP Staff and/or accompany their child(ren) back to the Program.*

Children will be required to sign in when they arrive by putting their name and time they arrived on the sign in sheet. Parent(s)/guardian(s) or other persons with permission will be required to come in and sign their child(ren) out.

All children must use appropriate language and appropriate school behavior while in attendance at the Spartan VIP Club After School Program. This means respecting the Spartan VIP Club After School Program staff, other students, school property and any other materials utilized or volunteers in attendance. (See discipline practices for further information).

Children are responsible for picking up after themselves. This means they are responsible for putting away games, equipment and supplies before leaving one area or participating in another activity. This also includes when the child is leaving to go home.

The Spartan VIP Club After School Program and staff are not responsible for any personal items that may be lost or broken while in attendance.

If a child leaves the premises unauthorized, the parent(s)/guardian(s) or individual(s) authorized for emergency contact will be notified. If none of these individuals can be reached, law enforcement will be notified,

Please notify the Spartan VIP Club After School Program staff of any address, phone number, work site or family status changes. It is important for the safety of your child(ren) and communication between you and the Spartan VIP Club After School Program staff that this information remains accurate.

Please make sure that your child is not ill prior to sending them to the Spartan VIP Club After School Program. If your child arrives ill to the program you will be asked to make other arrangements for their health and the health of the other students and staff.

Parent(s)/Guardian(s) or another authorized person will be notified if a child becomes ill or injured and needs to be picked up or taken to the emergency room. It is vital that we have accurate emergency and medical contact information. The Spartan VIP Club After School Program staffs are trained or will be trained in CPR procedures and will attend to minor cuts and scrapes. An Accident Form will be filled out and given to parent/guardian at pick up.

### **Medication Practices**

The Spartan VIP Club After School Program staff will not administer any form of medication to your child. If your child is prescribed a medication that they need periodically throughout the school day please make arrangements with the school office to disperse the medication to your child at the appropriate time throughout the school day.

### **Dismissal Practices**

Each child enrolled in the Spartan VIP Club After School Program will be dismissed each day in accordance with the parent's/guardian's requests. In the event of bad weather, illness or injury the parent/guardian or another authorized individual will be responsible for picking up the child(ren). If your child(ren) is/are to walk home from the Spartan VIP Club After School Program, staff should be notified of your request by written letter.

Any individual wishing to pick up a child from the Spartan VIP Club After School Program (even when authorized by a parent/guardian) not known by staff will be required to show photo identification prior to the child being released to them. *Written notification or a phone call to the staff is required for dismissal of a child to an individual not listed as an authorized person and they will have to have identification too. With written notification a sibling may sign a child in and out of the Spartan VIP Club After School Program.*

### **Late Pick-Up Procedure**

VIP closes daily at 6:00 pm, unless noted by monthly calendar or special announcement. If student has not been picked up by the time VIP closes, VIP staff will contact parent/guardian. If not contact is made and 15 minutes have elapsed, staff will contact all emergency numbers supplied by the family per signed registration form. If after 30 minutes, no contact has been made and no one has arrived to pick up the

child, staff will contact law enforcement. If a student is left at VIP more than once after closing, the student will no longer be able to attend VIP.

### **Discipline Practices**

The goal of discipline is to help children manage their own behaviors. To achieve this goal, the children will be in a stimulating environment with materials and activities suited to meet their appropriate age and development abilities. Students will be expected to demonstrate respect for one another, the Spartan VIP Club After School Program staff and program materials at all times.

The following behaviors are inappropriate and will result in consequences for the child:

- Aggressive, physical behavior/fighting, and/or excessive physical contact
- Defiance of authority
- Disruptive and out of control behavior
- Lack of consideration and rudeness towards other students and staff
- Inappropriate school behavior/language

Consequences in successive order:

- The student's behavior and impact upon themselves and others will be discussed with them by one of the Spartan VIP Club After School Program staff members.
- Removal from activity/timeout/student will be redirected.
- Written/verbal notification and explanation of situation and behavior to the parent/guardian. This notification must be signed and returned before the student can return to the program.
- After 3 written notifications, parents will meet with Spartan VIP Club After School Program staff and Principal to develop a behavior plan/contract.
- If the student violates the behavior plan/contract, he/she will be suspended from the Spartan VIP Club After School Program (length of time to be determined at time of suspension).

Parents/guardians will immediately be notified if the child's behavior endangers their safety, the safety of other students or the safety of the staff. The Spartan VIP Club After School Program takes pride in promoting positive behavior through recognition and positive reinforcement.

### **Withdrawal Practices**

Spartan VIP Club After School Program staff would request a written notice of withdrawal if your child(ren) will no longer be attending the program. We would also appreciate a few minutes of your time for you to express the reason for the withdrawal. We believe this will be beneficial for the program in the future as we can make necessary adjustments/improvements.

We believe that the Spartan VIP Club After School Program staff are working as a team with the parents/guardians to make the Spartan VIP Club After School Program be the best experience it can be for your child(ren). Open communication between yourself and the staff is a key ingredient in the success of the Spartan VIP Club After School Program.

**SPARTAN VIP CLUB  
REGISTRATION FORM  
2020-2021**

Parents or Guardian's Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Mother's Work Phone # \_\_\_\_\_ Father's Work Phone#: \_\_\_\_\_

Mother's Cell# \_\_\_\_\_ Father's Cell Phone#: \_\_\_\_\_

*Children Participating in the Program:*

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Student(s) lives with:  Father  Mother  Step Parents  Foster  Legal Guardian  Other

Primary Language:  English  Spanish  Other: \_\_\_\_\_

Is your child under medical care or taking any medication(s)?  Yes  No

If yes, please check all of the following conditions that your child has and indicate if medication needs to be dispensed at school?

- |  |                                  |  |  |
|--|----------------------------------|--|--|
| <input type="checkbox"/> Bee Sting Allergy | <input type="checkbox"/> Epi-pen | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Other Allergies: _____            |
| <input type="checkbox"/> Asthma            | <input type="checkbox"/> Inhaler | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Special Needs / Disability: _____ |
| <input type="checkbox"/> Diabetes          | <input type="checkbox"/> Insulin | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Other: _____                      |
| <input type="checkbox"/> Vision / Hearing  | <input type="checkbox"/> Glasses | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

Does your child have permission to check out and walk home? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*(VIP will need written permission in the space below for Pre-K to 4<sup>th</sup> graders. Be sure to add the earliest time they may walk home.)*

*What days will your child(ren) attend?*

\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday

*(Please explain your dismissal plan (or how they will be picked up):*

*Do you give Spartan VIP Club After School Program permission to post pictures and videos on our Facebook Page and to use any photographs, writings, artwork, etc for their promotional material and presentations?*

\_\_\_\_\_ Yes \_\_\_\_\_ No

*Do you give permission for your child(ren) to attend movies that are rated G, PG, & PG-13*

\_\_\_\_\_ Yes \_\_\_\_\_ No

*Person(s) authorized to pick up your child(ren) / Emergency Contacts:*

*\*Please include older siblings that will be responsible in picking them up*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone#: \_\_\_\_\_

*Person(s) unauthorized to pick up your child(ren):*

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

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

**BY SIGNING BELOW I AGREE TO THE FOLLOWING:**

1. I give my permission for my child(ren) to be enrolled in the Spartan VIP Club After School Program after school.
2. I have received, read and understand what is expected of my child(ren) while attending Spartan VIP Club After School Program.
3. I agree to communicate with Spartan VIP Club After School Program staff when my child will and will not be attending.
4. I understand that the Spartan VIP Club After School Program does not carry health and accident insurance form my child(ren) and that I, as guardian, will be primarily responsible in case of injury or illness where bills are incurred.
5. I understand that if my child(ren) are ill the Spartan VIP Club After School Program staff will notify me and it will be my responsibility to pick up my child(ren) or arrange for someone to pick up my child(ren) immediately after I am notified.
6. I give the Spartan VIP Club After School Program staff permission to transport my child(ren) for purpose of medical care. In the event that my child(ren) are transported due to medical emergency I understand that the Spartan VIP Club After School Program staff will notify me immediately.
7. I give the Spartan VIP Club After School Program staff permission to transport my child(ren) for program activities. In the event of a program activity I understand that I will be notified prior to the transportation with a permission slip to be filled out and returned prior to the program activity.
8. I understand that child(ren) may be dismissed for failure to follow rules, failure to participate, failure to respect staff and/or other students and failure to follow general operating procedures of the Spartan VIP Club After School Program.
9. As the parent/guardian, I will work as a partner with the Spartan VIP After School Program to ensure that my child(ren) are successful in the program.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**A \$25 donation per family is requested to help cover the cost of snacks and supplies.**