

# **TIGER AFTER- SCHOOL PROGRAM (TAP)**



**Parent Handbook  
2016-2017**

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**Introduction:**

The information in this handbook is provided for all parents/guardians of students enrolled in the Tiger After-school Program (TAP). Please contact the Program Director if you have any questions about the program that are not addressed in this handbook.

**Program Mission:**

Provide academic support and enrichment, wellness activities and caring relationships in a safe and secure environment beyond the school day.

**Program Objectives:**

1. Students will develop and improve in reading, math and science knowledge and skills to be academically successful.
2. Students will develop physical fitness habits through organized gym and movement activities.
3. Students will practice good health and nutrition habits.
4. Students will grow culturally, socially and emotionally through positive interaction with peers and adults.
5. Students will be enriched by art, music and community service activities.

**TAP Program Description****Program Components:**

1. Academic Support and Enrichment:
  - KidzLit and KidzMath programs (Developmental Studies Center)
  - Academic enrichment clubs are held at Huron Middle School, as well as study time, if requested.
  - Study Time (will vary depending on grade level)
  - 9-12 tutoring at the Huron High School will end by 4:20 each day.
2. Wellness Activities:
  1. Healthy Snack
  2. Structured games and free play
3. Community Partnerships
4. Activities from partnering entities

## **GENERAL POLICIES:**

### **Registration:**

Registration forms are available at each school building and in the Instructional Planning Center in the Huron Arena. Registration forms must be returned before a student can attend the program. Registration papers must be completed and signed by a parent for each program year. Registration forms must be updated as information changes concerning phone numbers, addresses, emergency contacts as well as schedule changes. A signed student registration is considered acceptance by the parent/guardian of the policies and regulations laid out in this handbook and in the school district policy.

All records and information about children and their families will be protected with the strictest confidentiality. Any changes to the schedule will be communicated as soon as possible to the parents/guardians.

Parent support, communication, and involvement are key factors of each child's development and are essential for the successful operation of TAP. We will work closely with parents/guardians to understand your child's needs.

### **Staff:**

Staff members at TAP are screened before hiring. A thorough orientation process is completed with each staff member.

### **Attendance Policy:**

It is the responsibility of the parent/guardian to contact the Site Coordinator if your child will NOT be attending as scheduled.

### **Cost:**

There will be no charge for any student attending TAP.

### **Hours:**

Program hours are from 3:30-5:30 Monday through Friday for grades K-8. Grades 9-12 will end at 4:20 each day. These are examples of when there will be **no TAP--school vacation days, early release teacher in-service days, Parent-Teacher Conference, when school is canceled, or when school is dismissed early due to weather conditions**. Parents will be notified by the site coordinator when TAP will not occur by sending notes home with students, 'NO TAP' signs on front doors of school, placed in school announcements, etc.. **TAP will begin on September 19, 2016 and end on Friday, May 12, 2017.**

If a child has not been picked up from the After-school Program by 5:30 p.m., the Site Coordinator will attempt to contact the parent and other adults listed on the child's registration form. If the parent is not at the school at this time,-the Site Coordinator has been instructed to call the district's resource officer.

### **Transportation:**

Transportation to and from TAP is the responsibility of the parent/guardian.

### **Location:**

Check-in/out for TAP will be at a specific location within each building.

### **Accidents/Illness / Emergency/Medication:**

When a child becomes ill or is injured during the after school program, the parent/ guardian will be contacted immediately. If the parent cannot be reached, our staff will adhere to the emergency contact information on your child's registration form. Please notify us immediately if changes occur in addresses, phone numbers or emergency contacts for your family. Should we not be able to reach anyone, we will call 911 for transport to needed medical facilities. Our staff will complete the Student Accident Report and send it to the TAP Director. (Appendix B)

Our staff will not dispense any type of medication to our students.

**Emergency Contact:**

Registration forms must have at least one emergency contact listed of someone over the age of 18. Emergency contacts can be friends, neighbors, relatives or co-workers. If this adult is picking up your child, they must show photo identification.

**Child Abuse and Abandoned Children Policy:**

As a public school district, all Huron School District staff and volunteers are under obligation by law to report any suspected cases of child abuse or neglect.

**Sign-Out/Attendance Policy for Grades K-5:**

Children will not be released to persons not listed on the enrollment form without written authorization (signed and dated by the parent/guardian). Family or friends authorized to pick up your child/children must be over the age of 18 and must show photo identification. Do not be offended if the site coordinator calls for verification, we are concerned for your child's well being. Children will only be allowed to walk home with written permission from the parent/guardian (please specify a time in which they can leave). The Huron School District will not be responsible for children after they leave the building.

Attendance will be documented daily before snack time.

When your child is absent from school because of illness, or becomes ill during school, please **DO NOT** allow your child to attend TAP. When a child becomes sick at TAP, parents will be notified and expected to make arrangements to pick up the child immediately.

**Behavior/Discipline:**

The Huron School District discipline/behavior policies will be in effect during TAP. Realizing that all children require discipline at one time or another we feel that consistent, pre-taught discipline and consequences are very important. We will use positive guidance, redirection and removal.

Brief separation or removal from an activity will be used to discourage unacceptable behavior. If unacceptable behavior is chronic or extreme, the parent/guardian will be contacted immediately by the Site Coordinator so we can work together to find a solution. A child who is a threat to other children or staff at TAP will be removed from the program. Please share with us discipline practices that are successful for you at home. The TAP staff will complete the Behavior Incident Form (Appendix C) and send to the Director of TAP.

Should a student continue to be disruptive in TAP, the following applies:

1. Staff will give a verbal reminder/warning describing the behavior.
2. Time out for disruptive students will be used and the parent/guardian will be notified by staff in writing or via e-mail of the child's behavior.
3. A conference will be held with the parent/guardian, program staff, and Program Director to discuss the student's disruptive behavior and to develop a behavior plan.

**Termination of Services:**

Students may be suspended or permanently dismissed from the program due to excessive late pick-up or discipline problems.

**Notification of TAP Closing:**

Parents will be notified through a note sent home, provided by the Site Coordinator with input from the TAP Coordinator, of any closure dates. TAP will be **closed if the regular school is closed due to inclement weather, or if conditions are such that travel might be dangerous.** In case of **early school release**, all bus students will be sent home on their regular buses. If you live in an area not served by a school bus, you must arrange to have your child picked up immediately. Announcements are made over the district-wide message service (Campus Messenger) and on our TAP Facebook page.

**Snack:**

The After-school Program will provide a healthy snack each day. Please let us know of any special dietary needs and we will accommodate those requests.

**Confidentiality of Records:**

It is the responsibility of the Huron School District employees to provide proper administration of student records.

Confidential information about TAP students, either written or verbal may be shared with school staff members, Nurse, parent/guardian, the student themselves, and Federal and Government officials who are privileged to conduct record inspections. TAP staff will share information with parents/guardians concerning their child’s health, development and behavior.

**Job Duties:**

The TAP Coordinator and Site Coordinators will be responsible for activities and snack planning. Also to ensure that TAP is sufficiently staffed to provide for the children in care and that substitute staff is available to replace regular staff that is unable to work. The Site Coordinator and classroom leaders will have daily involvement in preparation of activities, and assisting students with homework, when needed.

The Program Director will provide notification to a parent/guardian when a significant change happens with center services or policies.

Huron School District Board Policies and/or school handbooks will be in effect for the Tiger After-school Program.

**Volunteer Opportunities:**

The Tiger After-School Program has opportunities for parental involvement. If you would like to volunteer to assist in this program, please contact the TAP Director or TAP Coordinator.

**TAP Contacts:**

Parents are required to contact the school office or Site Coordinator if an emergency occurs and also make other arrangements for having their child picked up.

**Superintendent:** Mr. Terry Nebelsick

Email: [Terry.Nebelsick@k12.sd.us](mailto:Terry.Nebelsick@k12.sd.us)

Office phone: 605- 353-6990

**TAP Director:** Sherri Nelson

Email: [sherri.nelson@k12.sd.us](mailto:sherri.nelson@k12.sd.us)

Office phone: 605-353-6992

**TAP Coordinator:** Marcia Ready

Email: [Marcia.Ready@k12.sd.us](mailto:Marcia.Ready@k12.sd.us)

**Site Coordinators:**

Buchanan Elementary

Laci Hettinger—[Laci.Hettinger@k12.sd.us](mailto:Laci.Hettinger@k12.sd.us)

Robin Axtmann—[Robin.Axtmann@k12.sd.us](mailto:Robin.Axtmann@k12.sd.us)

Hannah Dean— [Hannah.Dean@k12.sd.us](mailto:Hannah.Dean@k12.sd.us)

Jennifer Fuchs—[Jennifer.Fuchs@k12.sd.us](mailto:Jennifer.Fuchs@k12.sd.us)

Madison Elementary

Tami Collins—[Tami.Collins@hur.midco.net](mailto:Tami.Collins@hur.midco.net)

Washington Elementary

Bobbie Matthews-- [Bobbie.Matthews@k12.sd.us](mailto:Bobbie.Matthews@k12.sd.us)

Huron Middle School

Colleen Jensen— [Colleen.Jensen@k12.sd.us](mailto:Colleen.Jensen@k12.sd.us)

**K-12 Principals:**

Buchanan K-1 Center

Principal: Mrs. Peggy Heinz

Email: [Peggy.Heinz@k12.sd.us](mailto:Peggy.Heinz@k12.sd.us)

Phone: 605-353-7875

Madison 2-3 Center

Principal, Mrs. Heather Rozell

Email: [Heather.Rozell@k12.sd.us](mailto:Heather.Rozell@k12.sd.us)

Phone: 605-353-7885

Washington 4-5 Center

Principal, Mrs. Beth Foss

Email: [Beth.Foss@k12.sd.us](mailto:Beth.Foss@k12.sd.us)

Phone: 605-353-7895

Huron Middle School

Principal: Mr. Mike Taplett

Email: [Mike.Taplett@k12.sd.us](mailto:Mike.Taplett@k12.sd.us)

Phone: 605-353-6900

Huron High School

Principal: Mr. Mike Radke

Email: [mike.radke@k12.sd.us](mailto:mike.radke@k12.sd.us)

Phone: 605-353-7800

**Appendix A:**

Huron School District  
**Tiger After-School Program (TAP)  
REGISTRATION**

**Please complete the form and return to your child's school by September 13<sup>th</sup>.  
TAP will begin on Monday, September 19, 2016 and end May 12, 2017.**

Child's name: \_\_\_\_\_ Grade: \_\_\_\_\_  
School of Attendance: \_\_\_\_\_ Classroom Teacher: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

The Huron School District is a proud recipient of the 21<sup>st</sup> Century After-School Program Grant and will begin serving children on **Monday, September 19<sup>th</sup>** from 3:30-5:30 Monday through Friday. There will be no charge to attend TAP.

**ALL TRANSPORTATION IS THE RESPONSIBILITY OF THE PARENT.**

With parent signature, parent accepts responsibility for the following:

- Ensure that children will attend on the designated days, unless prior arrangements have been made.
- Children **must be** picked up by 5:30 pm. Pick up location will be determined at each program site.
- If there is no school such as an early release, inclement weather, school vacation, etc, there will be no after-school program.
- There will be no TAP if the building has parent-teacher conferences, a music program or etc. This may vary from building to building. Please check with the building site coordinator if you have questions.

**This program has limited enrollment. Preference will be given to full time students. You will receive notification if your child has been accepted into the TAP program.**

**CONTACT INFORMATION:**

Mother's Name: \_\_\_\_\_ Mother's Mailing Address: \_\_\_\_\_

Mother's Cell Phone #: \_\_\_\_\_ Mother's Email Address: \_\_\_\_\_  
(Please print clearly)

Father's Name: \_\_\_\_\_ Father's Mailing Address: \_\_\_\_\_

Father's Cell Phone #: \_\_\_\_\_ Father's Email Address: \_\_\_\_\_  
(Please print clearly)

**First emergency contact person and number:** \_\_\_\_\_

**Second emergency contact person and number:** \_\_\_\_\_

**Please complete back page** 



For 5:30 pick up from the program, my child should do the following:  
(Please discuss these instructions with your child)

\_\_\_\_\_ Have my child remain at school until I pick him/her up

\_\_\_\_\_ Walk/Ride Bike home

\_\_\_\_\_ Ride the People's Transit Bus (arrangements must be made with People's Transit 353-0100)

\_\_\_\_\_ Send my child with: \_\_\_\_\_  
(List names of adults who the child can be released to. These adults must show ID before child will be released to their care)

\_\_\_\_\_ Other \_\_\_\_\_

I, \_\_\_\_\_, Parent/Guardian of \_\_\_\_\_ hereby authorize and consent to the use of his/her visual image by the TAP (Tiger After-School Program) for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications and websites. I give this consent with no claim for payment.

I hereby give permission for emergency medical treatment for my child, if needed by the after-school site coordinator.

Your child will receive a healthy snack every day as part of the TAP program. If your child has any special dietary needs, please indicate what they are:

\_\_\_\_\_

Please note that my child is **allergic** to the following (i.e.—medication/food/insect bites/other):

\_\_\_\_\_

It is also important to note that my child has the following special medical conditions:

\_\_\_\_\_

\_\_\_\_\_  
Parent / Guardian

\_\_\_\_\_  
Date

## Appendix B:

### Huron Public Schools Tiger After-School Program Student Accident Report

*Instructions: Fill in at the time of the accident by the person who was supervising the student.*

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

Grade: \_\_\_\_\_ School: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location of Accident: \_\_\_\_\_

Person in attendance: \_\_\_\_\_

NATURE OF THE ACCIDENT		PART OF BODY INJURED		
Abrasion	Head Injury*	Abdomen	Eye*	Head
Bump/Bruise	Fracture	Ankle*	Face	Knee*
Burn	Laceration	Arm*	Finger*	Leg*
Cut	Puncture	Back	Foot*	Teeth
Convulsion	Shock	Chest	Hand*	Wrist*
Dislocation	Sprain	Elbow		
Other:		Other:		
<i>*Fill out head injury sheet to send home</i>		<i>*Left, right, both</i>		

How did It happen?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were parents notified? Yes                  No                  When:

Was a nurse notified? Yes      No                  When:

Doctor called? \_\_\_\_\_ When:

Treatment and disposition:

\_\_\_\_\_

\_\_\_\_\_

Follow-up:

\_\_\_\_\_  
Signature

**Appendix C:**

**TIGER AFTER SCHOOL PROGRAM BEHAVIOR INCIDENT FORM**

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

DESCRIPTION OF INCIDENT: \_\_\_\_\_

ACTION TAKEN and/or FURTHER ACTIONS NEEDED (in accordance with TAP Handbook):

- Verbal reminder/warning describing the behavior.
- Time out requiring parent notification.
- Other \_\_\_\_\_

- 
- Conference with parent, program staff, and Program Director to discuss behavior plan.
  - Suspension or permanent dismissal due to excessive discipline problems.

STAFF COMPLETING FORM \_\_\_\_\_

What action would you like the TAP Director to take due to this behavior?

\_\_\_\_\_