



# A.I.M. AFTERSCHOOL PROGRAM

## FAMILY GUIDE

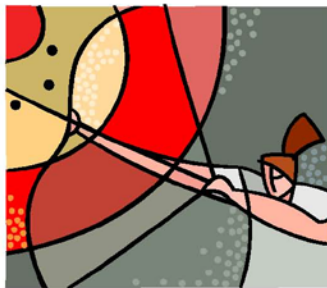
### 2011-2012

**Mission:**

To provide high yield learning programs and activities that promote skill development and academic achievement for students at Bellows Falls Middle School.

**Vision:**

To provide students with opportunities to learn and practice respect, social skills, and an appreciation for lifelong learning that will improve their success in school and development into productive and caring adults.



**A.I.M. AFTERSCHOOL PROGRAM**  
Achieve Inspire Motivate

**THIS TOP SHEET SHOULD BE SIGNED AND RETURNED TO THE AFTERSCHOOL PROGRAM ONCE YOU HAVE READ THIS GUIDE. PLEASE KEEP THE GUIDE.**

**I have read the A.I.M. Afterschool Family Guide and understand the policies and procedures as described within.**

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

\_\_\_\_\_  
Date

Please feel free to contact us at any time with your questions, concerns, comments or ideas for our programs. Please include these things on this sheet if you wish.

Parents/Guardians:

Thank you for your interest in the Bellows Falls Middle School A.I.M. Afterschool Program (Achieve, Inspire, Motivate). The goal of the program is to provide students grade 5-8 with a variety of fun, educational, enriching and recreational after school activities.

The program runs five days a week, from 2:45 PM to 5:00PM. Activities will be running throughout the year, divided into sessions:

Session 1: September 19th - November 4th

Session 2: November 14th - January 13th

Session 3: January 23rd - March 23rd

Session 4: April 9th - June 8<sup>th</sup>

*Program Origin:* The A.I.M. Afterschool Program (formerly known as 21C) was funded in 2008 through a 5 year 21CCLC Grant from the Vermont Department of Education. The Afterschool Program is overseen by an advisory board comprised of school administration, local community business members, and organizations. Key community partners include Big Brothers/Big Sisters, Rockingham Free Public Library, the River Valley Tech Center, and Village Square Booksellers.

The A.I.M. Afterschool Program strives to provide a safe, supportive environment that encourages physical, intellectual, social/emotional growth and development. Students are expected to behave respectfully and responsibly. Bellows Falls Middle School rules and expectations will be followed and enforced in order to provide consistent messages about appropriate behavior.

### **2010-2011 Schedule**

The A.I.M. Afterschool Program runs throughout the school year. While the majority of activities are school based, we occasionally travel off-site (e.g. Village Square Booksellers, Rockingham Free Public Library, and FACT TV Studio).

Afterschool will not operate on the following days:

- School Holidays (please refer to school calendar for specific dates)
- Teacher In-service days (refer to school calendar)
- School Recess (Thanksgiving, December Break, Winter and Spring Recess)
- Unexpected snow days or emergency closing

## **Program Structure**

Registration/Withdrawal: Registration is required for program participation. Forms will be sent home at least two weeks prior to the beginning of a new session, and made available on the school website. Please sign up only for activities you are truly interested in. We will try to accommodate every student who wishes to attend; students may sign up for more than one course. In the given case that an activity reaches capacity, your child may be placed on a waiting list.

**If your child decides to withdraw from an activity, we respectfully ask that they inform A.I.M. Afterschool staff within two weeks of the start date, *not towards the end.* There are operating costs involved in running each program, and the number of participating students is taking into account.**

Typical Daily Schedule:

2:45 - 3:00: Snack/Recreational Time in Cafeteria

3:00 - 4:55: Activities of Choice (various locations) or Homework Club (Room 104) \*

4:55 - 5:00 : Students to meet in Cafeteria for Dismissal

5:00 : Pick up/Walkers/ Bus

\* Some activities run from 3:00PM to 4:00PM. Your child has the option to end their day in Homework

Club, or to walk home/get picked up. *If your child requires transportation, they must stay until 5:00.*

Snacks: The A.I.M. Afterschool Program provides a healthy snack to all its participants.

Transportation: Transportation services are provided by the Rockingham school buses. Please select the bus option on the registration forms. If at any time, your choice to ride the bus changes, please contact the Afterschool Program.

Contacting the A.I.M. Afterschool Program: Registration questions should be directed to the Afterschool Program Director, Orianna Baez at 802-463-4366 ext. 318 or 802-289-3117 (cell). To communicate with program staff or to reach your child during after school hours, please call 802-463-4366 extension 112 or 104.

Unscheduled School Closings: A.I.M. Afterschool will follow BFMS procedures for early dismissal and cancellation of after school programs.

Early Pick-up: The BFMS main office is open until 3:00 PM. If you need to pick up your child during this time, please enter the school through the front door and you will be buzzed in. Anytime after that, you will need to call or the Cafeteria (extension 112) or Room 104 (extension 104), where a staff member is always on site to direct you to your child. You may also contact Orianna Baez at 802-289-3117.

#### Homework Club Policies:

A.I.M. Afterschool will provide space (Room 104) and support during Homework Club for all students, Monday through Thursday. We do not guarantee that you will complete all of his/her homework at the program, so we encourage you to check with your child for homework completion. HW Club is staffed with teachers, A.I.M. staff, and BFUHS volunteers.

#### *Homework Club Expectations:*

- Students will come prepared!! - They should bring their homework assignments and any necessary materials or books.
- Students must be respectful of others and work quietly.
- Students who complete their homework may read, play educational games (provided), while remaining cognizant of others who are still working.
- Continuous disruption in Homework Club will result in losing privileges for enrichment activities, or in a serious case, a phone call home and/or discipline referral.

#### **General Policies**

Absences: Parents/Guardians are responsible for notifying the Afterschool Program if your child will be attending school but **not** attending their afterschool activity on a day for which they are enrolled. The school gives us a copy of the absentee list. *On the registration forms, please notify if you would like us to contact you if your child does not show up to A.I.M.*

Illness or Medical Emergency: The A.I.M. Afterschool Program follows the same medical/health guidelines and policies as BFMS. If your child is either too ill to attend school, or has been sent home due to an illness, they cannot attend the afterschool program on that day.

If a student becomes ill while at the program, parents/guardians will be notified and asked to pick up the child as soon as possible. Unless it is a life-threatening emergency, the staff will attempt to contact parents/guardians or emergency contacts. If no contacts can be reached, staff will take whatever measures are necessary for the care and protection of the child. If necessary, 911 will be called and the child will be taken by ambulance to the nearest hospital. Costs associated with treatment/care of a medical emergency **are the sole responsibility of the parents/guardians of the student.**

*Student names and emergency contact information are maintained and updated and accessible to all afterschool staff. This information is easily available in the event of an emergency.*

### **Discipline Policies:**

Please keep in mind that since the Afterschool Program operates during out of school hours, we do not have support staff such as guidance counselors, planning rooms, or the principal to turn to when students misbehave during our program. The after school staff is often the only staff in the building. For this reason, we take behavior very seriously. We expect students to adhere to rules in the after school hours as during the school day (Please refer to the PBIS Brochure). The school rules are clearly presented in the school handbook, which every family receives a copy of each year.

**In the A.I.M. Afterschool Program we place special emphasis on the following PBIS expectations: Respect for Ourselves, Respect for Others (students, staff, special instructors, volunteers), and Respect for Property.**

Our Policies will be maintained in the following ways:

1st Warning: Verbal communication with student acknowledging the behavior infraction.

2nd Warning: Student will be asked to take a 5 to 10 minute break and think about the reasons why they are not being respectful.

3rd Warning: If there is a third time within the same day we have no other option but to contact a parent/guardian or emergency contact to come and pick up the student.

If your child is asked to leave the program on a certain day, they are welcome to come back and try again the next day. After being dismissed from the program three times, your child will not be able to return until the following session.

### **EXCEPTIONS TO THE POLICY DESCRIBED ABOVE:**

In response to these behaviors, a student will be immediately dismissed from the program and receive a discipline referral:

1. Any student who willfully and intentionally hurts another student.
2. Any student who is physical with the Afterschool staff
3. Any student who willfully leaves and wanders off during outside activities.

If your child is dismissed from the Afterschool program, the parent, guardian or emergency contact will be contacted to pick up the child immediately.

### **Parent/Guardian Rights**

#### Conferences

We are happy to discuss issues, concerns, or special circumstances of your child's participation in the after school program either by telephone or in person.

#### Complaint Procedure

If at any time a parent/guardian is concerned about the welfare of their child while in the Afterschool program, we ask that you immediately contact the instructor or Program Director (Orianna Baez) at 802-463-4366 ext. 318

### **PARENT/GUARDIAN COMMUNICATION AND INVOLVEMENT**

The A.I.M. Afterschool Program will communicate information about the program's schedule and events in the following ways: School website, Email, notes sent home with your students, and monthly newsletters.

We welcome parent and community involvement. Parents and community members can assist with an activity, organize and lead an activity, become a member of the advisory board, organize a fund raiser or a special event. If you are interest in getting involved in any of these ways, please contact the Program Director or any afterschool staff.