



PARENT / STUDENT HANDBOOK
RGEC Academic Enrichment Programs

Kinder – 8 Grade
(Grant Based Programs)

Table of Contents

Table of Contents

Table of Contents.....	1
Vision, Mission and Philosophy	2
Curriculum, Statement, Program Overview.....	3-4
Parent Handbook, Contact Information, Oversight & Accountability	4
Personnel, Philosophy on the Role of the Adult, Enrollment, Fee Schedule.....	5
Payment Policies, Late Pickup, Children with Special Needs, Hours of Operation.....	6
Attendance, Dropoff/Pickup, Parent Conduct	7-8
Family Involvement, Family Services, Communication, Open Door Policy	8
Grievances, Snack/Lunches Activities, Dress, Homework	9
ESL Activities, Celebrations, Field Trips, Lost & Found.....	10
Discipline Plan, Rules of Conduct, General Program Rules, Minor Offenses	11-12
Suspension & Release Procedures, Multiple Infractions.....	12-13
Illness, Medication.....	13
Accidents, Emergency & Safety Procedures Missing Children, Closures, Confidentiality	14
Custody Issues Assessments, Photos/Video, Data Collection, Child Abuse & Neglect Reporting	15
Disenrolling, Immunizations, Question/Comments.....	16
Signature Section	17-27

- Registration Form
- Parent Contract
- Non-School Foods Permission and Release
- Parent Authorization for Over-the-Counter Medications
- **Parent-Student Handbook** Acknowledgement Forms
- Enrollment Agreement
- Guidance Policy
- Travel Permission Form

**RIO GRANDE EDUCATIONAL COLLABORATIVE
BEFORE/AFTER SCHOOL & SUMMER SESSION
PARENT / STUDENT MANUAL**

Vision Statement

The Rio Grande Educational Collaborative (RGEC) is dedicated to preparing children, family and community for life-long success.

Mission Statement

The mission of RGEC is to leverage resources and opportunities to create a continuum of services to support the social and academic dreams of children, their families and their community.

Philosophy Statement

Our goal is to strengthen the whole child – physically, cognitively and 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, literate 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, social, emotional and behavioral skills. Exposure to caring adults, whether staff, family or community members, provides our youth with role models, mentors, guidance, high expectations, an awareness of people’s differing interests and strengths and plays an important role in their learning and development.

Our 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 positive youth development (asset-based) model, we focus on the full range of competencies needed for young people to become productive, healthy adults.

When young people participate in effective, high-quality after school 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
- Help with keeping our communities safe

Curriculum Statement

A structured, consistent and well-rounded daily/weekly schedule, complemented by community-driven values and rules provides the framework for a well-run program. Our schedule includes time for academic based learning, homework help, enrichment activities, physical activities, self-selection and 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; therefore, these periods are found throughout our schedule.

Our curriculum serves as the daily implementation of our mission, philosophy and goals. Variation in our curriculum activities is at the heart of our goal of strengthening young people in a holistic manner. A range of activities (grouped within larger themes and subjects), rotated on a daily, weekly and monthly basis, allow children to be exposed to a variety of topics, subjects, interests, as well as ways of learning and engaging with others. The diversity of activities and lessons allows children to find their own interests and to gain skills (such as life, social and emotional) that are rarely taught directly to them elsewhere. Participants are actively engaged in lessons as they get the opportunity to experiment and explore the subject matter. Implementation of our positive youth development model allows us to provide opportunities for youth to make choices and have input into our program.

Program Overview

Over the course of the past twelve years, RGEC has worked in the New Mexico to bring a wide variety of programs to children including before and after school academic-based enrichment classes, academic and skill development, drop-out prevention for high school students, summer jobs and tutoring.

During this period of time RGEC's evolution has led to a greater emphasis in specific areas of supplemental educational service, a focus toward academically enriched tutoring as well as before and after school programs. Our business model has been refined over the years to become a delivery of high quality educational services, yet offered at affordable prices. We are pleased to now extend our successful academic based programs to the broader community. RGEC will work with select communities to provide it's before and after school programs at neighborhood schools. These "fee-based" programs will offer a wide variety of programs that will keep student engaged in fun and structured activities.

Our Before/After School & Summer program is quite special. We provide a variety of classes, such as sports and fitness, drama, music, computer literacy, strategic games, dance (traditional and modern), nutrition and cooking, arts and crafts, science and life skills. Math and reading are an important part of each class. Before school, children participate in activities to get them ready for the start of the new school day. After school, children receive snacks and are helped with their homework before they join the enrichment portion of the program. Our Summer Program curriculum incorporates math, science and literacy into fun activities for your students, as well as physical fitness, nutrition, arts and culture. Our focus is to close the gap of summer learning loss that occurs between school years.

Classes are taught by experienced and caring adults whom are continually provided professional development training by RGEC. As a true partner to respective schools and communities we frequently hire people from both the school and community to work in our programs. Our Before / After School & Summer Program makes a difference in the lives of nearly 2,000 children every year: Students are engaged in a fun and structured learning environment. Because of our program,

they get better grades and stay out of trouble. Parents and families know their children are cared for and safe. School staff knows we are there to support their goals.

Our competitively priced academic enrichment programs will be conveniently located in schools and will begin directly after the regular school day ends. Services will be provided until 6:00 pm giving parents the opportunity to pick up their children after work. Safe, fun, and exciting, RGEC is pleased to offer these programs to your community.

RGEC promotes the equal access of services for all children and families and prohibits discrimination based on race, color, religion, sex, (including pregnancy, sexual orientation, or gender identity), national origin, disability, or age (40 or older

The Parent Handbook

The information in this handbook outlines the rules and procedures for our program. Please read it and keep it handy for reference. Providing such a program in your community is one way in which RGEC can act on its commitment to provide children and adults the opportunity to take part in a variety of academic, enrichment and recreational activities, as well as bring schools and communities together. We look forward to serving your family in our program.

Contact Information

If you have any questions or concerns, please call the numbers below.

RIO GRANDE EDUCATIONAL COLLABORATIVE
6260 Riverside Plaza Lane NW Suite A
ALBUQUERQUE, NM 87120
(505) 873-6035 office
(505) 873-0145 fax

General Contact Information

Patricia Baros, Director of 21st Century Out of School Time Services pbaros@atrisco.org	Bridget Pena, Grant Program Coordinator Albuquerque bpena@rgec.org
Brenda Trujillo, Grant Program Coordinator Belen, Los Lunas, & Socorro btrujillo.rgec.org	Karen Campo, Child Care Service Coordinator (ECECD) kcampo@rgec.org
Erik Robinson, Grant Program Coordinador Albuquerque-Moriarty erobinson@rgec.org	Elizabeth Andrade, Child Care Services Coordinator (ECECD) Eandrade@rgec.org

Oversight and Accountability

RGEC's Before/After School & Summer Program is a project of the Rio Grande Educational Collaborative and is responsible for the policies, procedures, and accountability structures of the organization and its Board of Directors.

Personnel

The Program Director and the Program Coordinator will provide supervision for the overall program and staff. Each after school location has a Site Supervisor, along with instructors and assistants to provide a student/staff ratio of 15:1. Site Supervisors are responsible for the day-to-day operation of the program and will oversee and supervise program staff and volunteers. All staff have been thoroughly screened with a complete background check. The staff are provided with orientation and on-going professional development / training to support your child's learning and participation. Staff are trained in First Aid / CPR.

Philosophy on the Role of the Adult

The purpose of our program is to be not only a safe and fun place for children, but also a place for learning, growth, nurturance and development of life skills. The role of the adult working in this program is to be a facilitator of the positive development of children through healthy interactions. We work to establish and encourage realistic boundaries and high expectations for children. High expectations provide children with the appropriate challenges and feedback necessary for brain enrichment. We plan for interactions with fun, caring, authoritative and mature adults, who are experts in child development. We plan for interactions between children of different ages who model responsible behavior and share a sense of community.

RGEC Enrollment Agreement Before/After School Programs

All students who attend schools where RGEC's before and after school programs are located are eligible for enrollment. Applications for enrollment are considered without regard to race, religion, sex, color, national origin, disability or primary language. Licensing regulations and funding parameters may limit enrollment at each of our sites. Therefore, 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 shall fill out the registration/application forms and return them to their Site Supervisor during registration and enrollment periods.

Enrollments are usually held at the beginning of each semester, to coincide with each school's registration dates. If openings exist within a program, a student may be registered at any time during the year. Parents must be aware as a Grant Based Before and After School site, funding limits and/or completion of a grant award, can cause delay or complete suspension of a program. RGEC shall make every effort to provide advance notice to parents if such event is to occur.

2021- 2022 Fee Schedules & Procedures

This program is funded by the Federal Government and administered
by the Public Education Department (PED)
21CCLC & ESSER Grant After School Program is Free of Charge

Late Pickup

Children must be picked up no later than 6:00 P.M. Parents will be charged \$1.00 per minute, per child for late pick-ups to cover the cost of overtime for staff. After 45 minutes, RGEC will contact the police and/or other officials to report an abandoned child.

Late Pick-up Fees must be made within three days to the Site Supervisor or RGEC staff. **If late pick up happens more than three times in the course of a semester, RGEC will consider dropping your child from the program.**

Children with Special Needs

We will make reasonable accommodations to provide fully inclusive before and after school care for any children with special needs. Reasonable accommodation may include adapting space and activities so that all children can participate fully. All children enrolled in RGEC 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. Parents are responsible for communicating any special needs to on-site staff.

Hours of Operation

Each site has its own daily program schedule based on their school's hours of operation and/or the needs of their community. All Before School Programs (When Available) begin at 6:45am and all After School Programs end at 6:00pm, unless otherwise specified. **Due to the academic nature of our program, it is important that your child attend regularly and the maximum number of days and hours per week; for example, four out of five days.** All programs follow the operating calendar of individual schools. The program will not operate on school vacation days, holidays; snow days, in-service days and emergency school closings. A complete list of closings will be posted in advance.

Attendance / Notification of Absence Policy

In order to ensure the safety of children, parents are responsible for calling the site to report their child's absence. Daily attendance is taken when your child comes to the program. Your child must be responsible for coming straight to the program before school and/or after school is dismissed. Parents need to help their children keep track of the days they are scheduled to come to the program, including communicating those plans to the school-day teacher.

Child Drop-off and Pick-up Procedures

All children enrolled in the program are to report directly to the designated area upon school dismissal. Students are to be escorted by the parent to the Before School program site and checked in with a staff member. Please do not drop a child off to enter the program alone.

When your child is picked up, s/he must be signed out for the day before they will be released. Students will be released only to individual(s) listed on the child's registration form (must be at least 18 years of age), who 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.

Due to the academic nature of the program, and whenever possible, your child should stay for the duration of the entire program. It is important that your child have the opportunity to experience the entire program for the maximum number of days. The duration of the program will vary by site and will be provided on your *Parent Contract*. If you consistently choose to pick up your child before the learning program is over for the day, your child may be suspended or expelled from the program.

When picking up your child, please urge them to clean up, put things away and return learning games, supplies and educational equipment to their proper place before leaving.

If a child is not picked up by the closing time of the program, the Site Supervisor 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 Supervisor will notify the Program Coordinator or Program Director of the situation and remain with the child until the authorities arrive.

Parent Conduct

Parents and staff are role models for children and must therefore act accordingly. Failure to do so may result in loss of before / after school program services. While on the premises of the program, parents must refrain from:

- Physical punishment of children

- Verbal abuse, yelling, swearing or cursing
- Threatening staff, other parents, or children
- Smoking and/or consumption of drugs or alcohol
- Quarreling with other parents or staff
- Disciplining other people's children
- Contributing to an unsafe environment

Family / Volunteer Involvement

RGEC program staff encourages and supports parent / family involvement in the program and we look forward to seeing you at any time while your child is enrolled in the program. Parents / family members are welcome to participate as activity volunteers and/or organize a community service project for children or support the program in a variety of ways. Volunteers are also needed to do other tasks such as helping children with homework, providing program activities, providing snacks and other donations, chaperoning field trips and recruiting other volunteers. You will be asked to identify the type of support you can provide when you sign your Parent Contract. We ask that you volunteer to support the program once each year.

Family Services

Each RGEC site provides a variety of family involvement and support services. These may include parent workshops, translation services, referrals, advocacy, English as a Second Language classes, self-help programs, skills development classes. If you are in need or interested in participating in a particular service (or topic), feel free to request it. Please contact your Site Supervisor and look for postings at your site. In addition, an RGEC liaison is available to families in need of childcare subsidies.

Parent / Family Communications and Conferences

Exchange of important information between families and the program staff provides valuable insights to both parties. Continual updates will be made to the RGEC website www.rgec.org, as well as periodic emails (it is important to provide RGEC with at least one email per family).

It is helpful to keep us informed about significant changes happening to your child – moving, hospitalization of parent or sibling, divorce or other events can have a profound impact on your child's behavior. If we know what a child is facing, we can be aware of changes in behavior or personality, even physical health.

Information shared with staff members will be kept confidential.

Open Door Policy

RGEC has an "open door" policy. We are proud of our program and invite you to stop by and visit us whenever you wish. 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. This will also allow us time to provide additional staff to assure that students are properly supervised at all times while staff is meeting with you.

Grievance Procedures

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

- 1) Contact the RGEC Site Supervisor at the site with the problem or concern.
- 2) If this effort is unsuccessful in resolving the problem, the parent may contact the Program Coordinator.
- 3) If a resolution has not been reached through the previous channels, you may contact the RGEC Program Director/Manager at 873-6035.

Snacks and Lunches

During the school year, each child will be provided with a daily snack. During the summer session, lunch and snacks may be provided, depending upon length of the program (i.e., all day will have snacks and lunch) and if site has been designated as a summer meal site by Bernalillo county. School sites have their food provided by the Albuquerque Public Schools Food and Nutrition Services Department or the Bernalillo County Summer Lunch Program. All food conforms to the schedule for supplemental feedings as defined by the USDA's Child Care Food Program. We take great care to serve nutritional food, which enable our children to develop healthy minds and bodies. Children should not bring food to the program unless it is a special event and it is to be shared by everyone.

Activities

Children will take part in academic enrichment activities to include homework assistance, math and language arts instruction. They will also work on their behavior and social and emotional skills through character education, prevention and team building lessons and activities. They will also have the opportunity to participate in a variety of enrichment activities such as visual and performing arts activities, recreation and games, health and wellness activities and special events. All children will also have the opportunity to participate in community service and community-based projects throughout the year. Children will have opportunities to choose from a variety of activities and projects both indoors and outdoors.

Appropriate Dress

Outdoor activities are offered daily, depending upon the weather. Please make sure that your child is dressed appropriately for outdoor activities (i.e. coats, hats, etc. in the winter and provide sunscreen in warm weather). As well, there are times that your child will participate in activities (arts, crafts, science, gardening, etc.) wherein they might get their clothes dirty. Please feel free to bring a change of clothing or something to be used as a smock if you choose. Students and staff must follow APS dress code.

Homework Time

The program will provide a quiet space and time for children to work on their homework each day. Staff will be available to help if your child has questions or needs help. 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. For those students who do not have homework, we will provide supplemental reading and math material and activities.

ESL Activities

RGEC values the bilingual communication skills of its staff. We strive to have at least one bilingual staff member in attendance at each school site. The program will offer bilingual teaching time and practice time with reading and writing to build fluency in both English and Spanish, depending upon staff availability. Individual and small-group instruction and activities will be provided at sites with bilingual staff capacity.

Celebrating Holidays, Birthdays and Parties

Holidays will be celebrated and acknowledged with a focus on supporting diversity and understanding, and promoting critical thinking skills. We make efforts to ensure that celebrations are representative and supportive of various cultures, backgrounds and parts of the world. If you have celebration ideas, let us know, as they can make for great learning opportunities.

Parents should sign the *Non-School Foods Permission and Release Form*

We appreciate parents who bring special snacks on holidays and birthdays. However, we strongly encourage nutritional snacks (those that contain at least one food from one of the four main food groups). Please make prior arrangements with your Site Supervisor. Some ideas for nutritional snacks are fresh fruit, fresh vegetables with dip or ranch dressing, cheese and crackers, whole-grain crackers and muffins, plain cakes with little or no icing, dried fruit, etc.

Field Trip Policies

RGEC acknowledges that field trips are first-hand educational experiences that supplement children's learning. However, funding prohibits RGEC from hosting field trips. Should funding come available in the future, RGEC will notify parents/guardians of the change and implement required policies, documentation and reporting. RGEC does not provide transportation for students enrolled in its program.

Personal Belongings / Lost and Found

Personal toys and possessions are discouraged at the program, as these items may be difficult for your child to share, and sharing is the normal routine for children. All personal items should be left in your child's backpack throughout the program or they will be confiscated and returned to your children when they are picked up by you.

Parents are advised not to allow their children to bring valuables to the program. If they do, it is at their own risk. RGEC 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 the child's name.

The lost and found items really pile up. We find that children often toss valuable personal belongings on the ground and forget about them. We work with the children on being responsible for their own belongings, and remind them when leaving areas to bring their things with them. We make every effort to reunite found labeled items with their owners. Please encourage your child to remember what he/she brings to the program and check for missing belongings each day. Every month non-labeled items will be donated to a worthy cause.

Discipline / Guidance Plan

RGEC 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 your child. The staff will work with your child 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

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

General Program Rules:

1. Follow the instructions of RGEC 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. Walk slowly and speak softly in the multi-purpose room.
6. Use playground equipment the way it is intended.
7. Stay in areas that are supervised by RGEC staff.
8. Show citizenship by participating in site clean-up activities.
9. Be honest and trustworthy in all you do.
10. Be fair when playing games and using equipment.
11. Have Fun!

Consequences for Minor or Single Offenses:

Step 1. 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. Note: When children break rules that they know and understand, they don't get warnings.

Step 2. 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. 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. A child who insults another child may be asked to think of and say a number of things that are good about that child.

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. A child who is defiant will lose all privileges until he/she complies with the instructions.

Parent Notification: Parent 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.

Suspension/ Expulsion Policy (release 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 – Verbal Warning: The student and parent will be given a verbal warning that the inappropriate behavior has become chronic.

Second Offense - Parent Conferences: During the parent conference the problem will be discussed and possible solutions examined. An incident report/ behavior contract outlining expected behavior and the staff’s, the child’s and the family’s role in the solution will be drawn up.

Follow-Up: A follow up meeting with the parents and RGEC staff will be scheduled to review the child’s progress.

Third Offense – Suspension/Dismissal: In the event that the child’s behavior does not improve, a suspension where the child cannot participate in the after school program for a specified period of time (one day to two weeks) may be invoked or alternatively he/she may be dismissed from the program. This determination is at the sole discretion of RGEC once all factors have been considered.

RGEC 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 or other children are compromised such as violence or evading supervision.

Illness

RGEC cannot provide childcare for sick children. If your child is sick or may be contagious to others they could jeopardize the health of the program's students and staff. Please keep your child at home at least 24 hours or until a doctor approves their 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, he/she will be sent home from the program:

- Diarrhea
- Fever
- Head lice
- Pink eye or symptoms which might be pink eye
- Untreated skin infection
- Difficulty breathing
- Severe coughing
- vomiting

The Site Supervisor should be informed of any illness, especially where there is a chance that others may be exposed. The current list of notifiable diseases and communicable diseases published by the New Mexico Department of Health will be posted at each program site. RGEC will follow procedures for these circumstances as defined by CYFD.

Medication

RGEC 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, a parent/guardian will have to come to the program and administer them to your child.

A Parent Authorization for Over the Counter Medications form must be signed and given to the Site Supervisor by any parent or guardian who wishes their child to carry and self-administer non-prescription medications (including sunscreen) during program hours. Medications must be in their original containers which include dosing recommendations and must be labeled with your child's name.

If your child needs to take a non-prescription over-the counter medication (other than sunscreen) for more than 5 consecutive program days, parents must get a written physician/provider authorization before staff will assist your child or allow any more of the medication to be taken during program hours. Staff will only support students in self-administering medications during the time period noted on the form. Parents must remember to ask for any left over medications within 5 program days of the end of the time period noted on the form, or the medication will be thrown away. 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 after school program, first aid will be administered and parents/ families will be notified when the child is picked up that day. Site staff is trained in First Aid and CPR.

Serious Injury / Emergency Procedures

If a child is seriously injured or has a medical emergency while attending the program, emergency services will be called and the child will be transported to the hospital by ambulance. 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 Supervisor / 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 are trained in the proactive prevention of injuries and accidents and consistently monitor for possible hazards. Fire, emergency and lock down drills are conducted during program hours. Please discuss specific site procedures for lock down or emergency with your child. School sites can contact APS Police at 505-243-7712.

Missing Children Procedures

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

Inclement Weather / Program Closure

When schools close early due to inclement weather or any other emergency situation, the after school 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 after school 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. Parents should discuss early dismissal plans with their children to ensure their safety.

Confidentiality

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

Custody Issues

Parents are required to provide information and written documentation regarding their family's legal status at the time of registration (and as situations arise thereafter). Staff should be aware of issues such as: restraining or court orders, CYFD custody, guardianship, or any people who are unauthorized to pick up children. Any activity, such as an unauthorized person attempting to pick up a child, should be documented via an incident report.

Assessments

RGEC 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 his or her needs. We work to maintain on-going communication with your child's teacher to make sure that our program is linking 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*.

Photographs and Video

There may be times when photographs and/or video are taken of the children participating in the after school 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.

Data Collection

RGEC is funded by grants and contracts, and is committed to evaluating the benefits of our programs; therefore, we develop various reports, which 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 are responsible for completing surveys and other evaluation forms that help us monitor and ensure program quality once or twice a year.

Mandated Reporting of Child Abuse and Neglect

In New Mexico, all personnel working with childcare providers are required by law to report suspected child abuse and neglect. All staff at our sites are aware of their responsibility to the children and must alert their Site Supervisor immediately if they see any signs of abuse or neglect. When necessary, the Site Supervisor / 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. Program staff must cooperate fully with Child Protective Services representatives when a report is made.

Withdrawing / Dis-enrolling from the Program

If you wish to withdraw your child from the after school program during the year, please notify the Site Supervisor at your site as soon as possible as we may have a waiting list.

Students may be suspended or dismissed from the program if your family does not abide by the rules and requirements of the parent contract (which is signed at registration / enrollment) or if students choose to continually break the rules of and/or disrupt the program.

Immunizations

Albuquerque Public Schools requires that all children be current on immunizations and that parents/guardians provide such proof. RGECC supports and follows that policy for children enrolled in its program. Please complete the section on Immunization under the Medical Information section of the Registration Form.

Questions / Comments and Volunteers Welcome

If you have any questions, comments or would like to volunteer in the after-school program, please feel free to contact your child's Site Supervisor or call 873-6035. Your feedback is important to us and will ensure quality programming.