

IMPACT YOUTH CENTER AFTER SCHOOL  
PROGRAM

PARENT HANDBOOK  
2016 - 2017



**230 S. Washington Street  
Tiffin, Ohio 44883**

**Our mission:** To inspire students to pursue their passion and set higher personal and academic goals; To begin to release a powerful force within each student creating future leaders, influencing each to impact their community and the world.

**Goals:**

Provide A Healthy, Safe Environment;  
Foster Consistent And Positive Relationships With Adults, and Peers; and build a Sense of Community;  
Support the Needs of Working Families;  
Support Healthy Behavior and Physical Well-Being;  
Strengthen Student's Academic Skills;  
Support the Exploration of Interests and the Development of Skills and Creativity;  
Support Youth Leadership Development;  
Promote Community Service Engagement; and  
Promote Respect And Appreciation For Diversity

**Location**

230 S. Washington Street, Tiffin, Ohio 44883.

General Program Information:

**Contact Information**

Matt Coleman  
Phone: 419-443-0981  
Fax: 419-443-1192  
email: [mcoleman@ncoesc.org](mailto:mcoleman@ncoesc.org)

**Dates/Hours of Operation for the Year 2016-2017**

IMPACT YOUTH CENTER Weekday Programs follow the Tiffin City Schools schedule as to closures and early dismissals. <http://www.tiffin.k12.oh.us/>

School Year for IMPACT YOUTH Center - September 6, 2016 - May 12, 2017

For grades 6th grade through 12th grade

**Daily Hours Schedule**

3:00-3:30.....	Student Check-In & Snack
3:30-3:45.....	Ice Breaker Activity
3:45-4:45.....	Program Activity
4:45-5:45.....	Homework/Tutoring/Mentoring
5:45-6:00.....	Clean up/Prepare to go home

**Daily Program Activity Themes Includes:**

- Monday.....Character & Values
- Tuesday.....Physical & Mental Health
- Wednesday.....The "Arts"
- Thursday.....Career Exploration & Community
- Friday.....Community Service Day

IMPACT Youth Center programs are based on the 40 Developmental Assets and will focus on a category each month.

**Monthly Category Themes Includes:**

- |                                    |                                    |
|------------------------------------|------------------------------------|
| September: Support                 | January: Boundaries & Expectations |
| October: Commitment to Learning    | February: Positive Values          |
| November: Empowerment              | March: Social Competencies         |
| December: Constructive Use of Time | April/May: Positive Identity       |

**Keeping Family Information Current**

Important: If there is a change of address, IMPACT Youth Center should be notified immediately. Telephone numbers for each parent must be current at all times. It is very important that we are able to reach parents at all times.

**Pick-up Procedures**

All parents or designated adult Pickup Person should sign out the student.

For the safety of the student, he/she will only be released to the parents or designated pickup person. Should another adult be picking up the student, please send written notification and be advised that they may be asked for photo identification. Once a student is release to his/her parent or designated pickup person, the student’s care and safety are the responsibility of the parent or designated adult.

In the event that the student must be picked up early from the After School Program, (before 6:00pm), the parent must notify the Program Coordinator, either in writing or by phone to make arrangements.

If there are special court orders regarding parental custody – please provide documentation.

**Visitation Policy**

The IMPACT Youth Center After School Program maintains an “open door” visitation policy. Parents, teachers, family members, and guests are encouraged to visit the program, anytime, during the hours of operation. Visitors are free to sit in on any activity and view the academic progress and growth being developed. Whenever possible, visitors are also encouraged to participate in the learning activities of the classroom. Please feel free to speak with any IMPACT Youth Staff member about your child’s progress or any concerns that you may have about the program.

**Snacks**

The After School Program will provide a nutritional snack daily. Please keep student records updated with any food allergy information, etc.

**Activities**

Activities are planned every day. We will not allow the use of electronic games (game boys, iPods etc) during after-school program and will not be responsible if games are lost or broken.

**Homework**

There is an area provided for homework to be done Monday through Thursday. We will provide tutoring and homework assistance.

**Inclement Weather**

In the event of inclement weather, the IMPACT Youth Center After School Program follows the Tiffin City School district lead for school delays and cancellations.

If Tiffin City Schools are delayed, the After School Program will be in session.

If Tiffin City Schools are cancelled, the After School Program will be cancelled.

In the event that the After School Program is in session, and the weather becomes dangerous, the Parents or designated adult is responsible for picking up your child.

**Registration**

Registration for the following year will take place in the early spring. Presently enrolled students will be able to pre-register.

**Disciplinary Policy**

The IMPACT Youth Center After School Program is a means of providing additional educational support and opportunities to students beyond the formal school day.

Therefore, it must be recognized that inappropriate behavior, especially in the form of threats against others and/or staff, does not promote a favorable learning environment, and will not be tolerated.

As with any other zero-tolerance policy, there will be consequences for the following types of misconduct:

1. Failure to follow rules, policies and procedure of the After School Program.
2. General misconduct, including loud or boisterous behavior that tends to disturb others, and includes running in the classroom/halls, defacement of property, and pushing or shoving others.
3. Refusal to follow the instructions of program staff, program administrators, or any school employee. This shall also include refusal or failure to properly identify oneself on request.

4. Use of obscene, vulgar, profane, disrespectful, demeaning or threatening words and/or actions or gesture directed to or in the presence of others.
5. Mutual physical confrontations (fighting).
6. Possession and/or use of any tobacco or drug related items or 'look a like' items – this may include cigarettes, chewing tobacco and other tobacco-related products, lighters, alcoholic substances, drug-consumption devices, drug paraphernalia and any substance suspected of being a 'drug'.
7. A behavior that may result in physical or mental abuse to one's self.
8. Committing an act of indecent nature

### **Disciplinary Actions**

1. Verbal reprimand
2. Special assignments or removal from activity
3. Parent Contact
4. Suspension from After School:
  - a. First Offense – 1 day suspension
  - b. Second Offense – 3 days suspension
  - c. Third Offense – Parent/Staff conference to determine continued enrollment in the program
5. Permanent withdrawal of After School privileges – includes non-academic activities taking place during and beyond the normal After School hours (i.e. games, activities, computer lab, field trips, etc.)
6. Immediate notification of authorities if appropriate

### **Health and Safety**

#### Administering Medication

IMPACT Youth Center staff will not dispense medications.

#### **Incidents Requiring Professional Medical Attention**

If a student is involved in an accident requiring professional medical attention (other than first aid provided by staff of IMPACT Youth Center), the coordinator and staff will complete documentation of incident.

If the illness or accident is such that transportation can be safely provided by staff to the Emergency Room, staff will provide this transportation with consent signed by Parents or legal guardian. If the illness or accident requires emergency transportation, this transportation shall be provided by emergency personnel by calling 911

Parents or legal guardian will be notified immediately by phone if an incident of illness or accident occurs.

**Management of Sickness**

A student shall not be accepted nor allowed to remain at the center if the student has an oral temperature equivalent of a one hundred one (101) degrees Fahrenheit or higher temperature and another contagious symptom, such as but not limited to, a rash, persistent cough, diarrhea or a sore throat.

When symptoms of illness during the day, the student shall be moved to a quiet area and provided the necessary attention until such time as the student leaves or is able to return to the group activities.

The Department's current communicable disease chart recommendations for exclusion of sick student from the center and their re-admission shall be followed. Parents of all students enrolled shall be notified in writing of the occurrence of any of the illnesses on the communicable disease chart, as provided by the Department, within twenty-four (24) hours after the center becomes aware of the illness or the next working day. The parent shall be immediately notified and specific instructions obtained until the student is picked up or able to return to their group activities.

Parents,

Please sign and return this page with all completed forms.

You may keep the rest of the handbook for your reference at home.

Matt Coleman  
Coordinator

---

Student's Name

---

Student's Signature

Date

---

Printed Name

I have read and understand the policies and procedures of the IMPACT Youth Center After School Program.

---

Mother / Father/ Guardian Signature

Date

---

Printed Name and Phone Number