

Fremont Public Schools



2023-2024

ASP Family Handbook



The ASP program was funded in part by a grant from the Fremont Area Community Foundation. Fremont Public Schools is working as a collaborative partner with the Fremont Area Community Foundation to reach Goal 2025. The Goal 2025 initiative seeks to increase the proportion of Newaygo County residents who hold high-quality college degrees, technical certificates, or other credentials to 60 percent by the year 2025.

After School Program Philosophy

Fremont ASP recognizes that the rigors of today's life often conflict with a child's need to unwind after a full school day. With this in mind, ASP offers children a safe, academic based play environment full of friends, fun and creativity. Each afterschool session begins with a healthy snack which is followed by structured activities and games and unstructured individual exploration and self-expression projects. Wide varieties of options are available and are frequently changed to keep the program engaging, challenging and most of all fun for the children.

Consistent with our philosophy that play time is a learning time and that play is one of the best forms of learning. Fremont Public School's After School Program is not simply child care. All of our activities and even the resources available to a child that prefers unstructured individual time are geared toward enhancing education and fostering a love to learn. While the child sees the afterschool program as pure "fun", you will find that it is a logical extension of a child's learning experience and actually broadens the development of a child's base of skills as well as emotional and social development.

Administration

Quest Director: Tracy Sanchez
Office: 231-924-0470 ext. 8241
E-mail: tsanchez@fremont.net

On-Site Supervisors

Pathfinder Cassie Moore
Phone: 231-924-7251
E-mail: cmoore@fremont.net

Daisy Brook
Phone: 231-924-7213
E-mail:

Middle School Kathleen Cochran
Phone: 231-924-8147
E-mail: kcochran@fremont.net

Hours of Operation

Afterschool Programs are open Monday through Friday from school dismissal until 6:00 p.m. Half day care will be offered if we can get a minimum of 15 students pre-registered for each half day. ASP is closed on days when Fremont Public Schools is not in session.

Please note that On-Site Supervisor are not available during the school day, please leave them a voice mail or send them an email and they will contact you once they arrive for the day.

If it is an emergency, please call the Quest Secretary for further assistance at 231-924-0470.

Programs

ASP Programs are located at:

Pathfinder Elementary	K-2	Location: Pathfinder Gym
Daisy Brook Elementary	3-5	Location: Cafeteria
Fremont Middle School	6-8	Location: Room #2

ASP Participants must attend the ASP program for their grade level.

WEATHER RELATED CLOSINGS

The ASP Program will be closed when FPS is closed due to inclement weather. If the district announces that, "all evening activities are cancelled" and school was in session until the end of the day, this does not include ASP programs. In the case of extenuating circumstances such as school closing early for the day and ASP staff is unable to report by the dismissal time, it will state on the announcement that after school program is cancelled.

CONFIDENTIALITY

Confidentiality is a top priority for Fremont ASP. Personal information of families and staff will not be shared for any reason without prior consent of the individual. When discussing a child's activities and friends in the program, only first names will be used. In situations regarding behavior problems, health related issues and/or Incident/Accident Reports, names of other children involved will never be given to the families.

PICTURES/VIDEO OF STUDENTS

As part of our TFACF grant evaluation, program marketing and promotion, ASP participant recognition and STEAM activities, we will occasionally take pictures and/or video of the ASP participants in action. These photos/videos may be used in the following ways: news media, FPS or TFACF promotional videos, FPS website or Facebook page, and school newsletters. There is a section on the registration form for parents to "opt-out" of the pictures and videos.

Curriculum

CURRICULUM

Curriculum at ASP includes the child-initiated and staff-lead activities and experiences offered to ASP participants to support and enrich their development physically, emotionally, socially and cognitively.

Each program shall have weekly lesson plans, posted in the classroom. These plans contain a number of activities, designed to foster each child's development.

Outdoor play is important to a child's physical development and will be included in the daily schedule, weather permitting.

Self-selected "free play" is a daily part of the curriculum and means a child has the opportunity to choose which activity he/she participates in. This promotes creative expression and development of important social skills.

DAILY SCHEDULE AND ACTIVITIES

The ASP staff work cooperatively to create a daily schedule and plan activities to meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and small group, and individual activities; indoor and outdoor play times; as well as times for self-selection and staff-directed activities.

A general breakdown of our day:

Snack Time

Outdoor Play

Homework help

Disguised Learning Activities

STEAM Activity

Free Play

FREE PLAY

“Free-play” activities are incorporated in our end of day schedule. During free play, staff will actively participate with the children by asking questions about what the children are doing, participating in their pretend play, reading books when prompted, encouraging children to try new activities or play with a new toy, etc. Free play is another opportunity for a child to grow socially and cognitively through the development of relationships.

OUTDOOR PLAY

Outdoor play is incorporated into the daily schedule in almost all-weather conditions. As long as the weather is 10 degrees or warmer, we will offer outdoor play. In the event of rain, severe wind/cold, or extreme heat, children are permitted to remain indoors.

There is less structure in an outdoor learning environment. Outdoor play is an opportunity for children to run, jump, climb and use their bodies in ways that would otherwise be unsafe in an indoor classroom. In addition, a large amount of social interaction takes place when children play outdoors.

HOMEWORK/ACADEMIC HOUR/DISGUISED LEARNING ACTIVITY

As part of the daily schedule, homework/academic time allows ASP participants with homework the ability to work with the homework tutor to complete their homework. Those ASP participants who do not have homework will participate in a staff member disguised learning activity as designated by the daily schedule. Students will have fun participating in a learning activity while not realizing they are learning.

STEAM ACTIVITY

STEAM stands for Science, Technology, Engineering, Art, and Math. ASP participants will be offered activities in the STEAM field as part of the disguised learning and free play activities.

MULTIMEDIA

The use of multimedia in our programs is an extension of the teaching and learning that takes place during our STEAM or Academic activities. On-Site Supervisor may select a movie, short video clip or computer game/program based upon weekly theme.

Non-educational videos and computer games may be used as a “free play” option; however, children are not required to view and need to be offered at least two other options. When used as a free play option, only one video is allowed per month and computer games are limited to once per week.

All movies/videos must have a rating of “G” or parent permission must be given before a child can participate in viewing.

TECHNOLOGY USE - STUDENT

Student access to District technology resources is authorized exclusively for academic purposes. Student use must be related to the curriculum, academic development of the student or a school extracurricular activity. ASP students must abide by the Fremont Public School Technology Rights and Responsibilities.

PETS & VISITING ANIMALS

Due to allergy risks, Pets and visiting animals are not allowed at the ASP program. In the case of a presenter coming to speak to the children and bringing animals, permission from the parent to participate will be required.

Field Trips

Field trips are a creative way to enrich a theme and expand the learning environment. Field trips will require a parent to complete a “Field Trip Permission Form.” Parents will be notified at least one week before the planned field trip.

RULES RELATED TO TRANSPORTATION

FPS SCHOOL VANS

- Children under the age of 13 are not allowed to sit in the front seat under any circumstances.

- All passengers must be properly buckled in a seat belt and booster seat, if needed.
- Doors should remain locked while the vehicle is moving.
- Head counts shall be taken before leaving the school, after entering the vehicle, during the field trip, after returning to the vehicle and upon returning to the center.
- When children leave the vehicle, the vehicle shall be inspected to ensure no children are left in the vehicle.
- Staff members who operate school vehicle must be 21 years of age and have a valid driving license and good driving record.

SCHOOL BUS

- Staff members must always ensure appropriate behavior of ASP participants.
- All children must always remain seated.
- Head counts shall be taken before leaving the school, after entering the vehicle, during the field trip, after returning to the vehicle and upon returning to the center.
- When children leave the vehicle, the vehicle shall be inspected to ensure no children are left in the vehicle.

Meals and Snacks

At the ASP, children are provided a healthy snack by the FPS Nutritional Services Department following the USDA guidelines. Snack is provided free to all students. Children will be encouraged to eat a snack but will never be forced to eat. Please inform the On-Site Director if your child cannot eat a certain food or has different dietary needs. When half day care is offered, a lunch will be provided to each student. Students may bring a lunch from home if they prefer.

FOOD FROM HOME

Due to food allergies, ASP does not allow outside snack to be brought to the ASP program. On half days, students may bring a lunch from home but must follow the building policy for lunches..

FOOD ALLERGY PLAN

If your child has a food allergy, please complete a Food Allergy Action Plan form. This form will be posted in the ASP area.

Arrival and Departure

ARRIVAL

ASP participants will report to the designated location for their building upon school dismissal.

DEPARTURE

Fremont ASP closes at 6:00 p.m. Monday through Friday. Please note there is a late fee for arriving after 6:00 p.m. If someone we are not familiar with is to pick up your child, it is recommended that you notify us in advance. This person must be listed as an authorized person on the Child Information Record or have a limited authorization form signed by parent. Remind these people that they may be asked for identification such as a driver's license to ensure your child's safety.

Be sure to sign your child out and say good-bye to the staff member in charge of sign-out so they know you are leaving.

If parents do not pick up their child from the program, staff members will first try to contact the parents using all numbers provided on the Child Information Card. If parents are unable to be reached, staff members will try to contact all emergency contact persons. If staff members are unable to contact emergency contacts, the Quest Director will be notified and she will then notify the Fremont Police Department.

We understand that on occasion, your child may go home with a friend or other person who is not listed on your Child Information Record. In order for these persons to pick up your child, they must bring with them a limited authorization form, written letter signed by parent or a parent communication (email, voicemail) along with a photo I.D.

Under no circumstances will we release a student in the K-5 programs to a minor under the age of 12. For minors age 12-17, you can fill out a Underage Pick Up form which gives your permission for the minor to sign your child out.

ATTENDANCE

If your child will be absent, please call the ASP program to let them know. If your child is scheduled to attend and does not show up and we are unable to confirm their absence from school, we will contact you.

Health and Safety Policies

Illness

Our first priority at ASP is providing a healthy, safe learning environment for all children. A child will be sent home as soon as possible if any of the following is experienced: an

illness prevents the child from participating comfortably in activities (as determined by staff), an illness results in greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom, or a child is experiencing any of the following conditions:

- Fever accompanied by behavior changes or other signs/symptoms of illness
- Signs/symptoms of severe illness, including lethargy, uncontrolled coughing, irritability or persistent crying, difficulty breathing and/or wheezing.
- Vomiting
- Persistent abdominal pain (more than 1 hour)
- Any communicable disease (pink eye, strep throat, Chicken pox etc.)

A child who becomes ill while at ASP will be separated from the group in order to limit exposure of other children to communicable diseases. For this reason, we ask families to make every effort to pick up a sick child as soon as possible.

Fremont ASP reserves the right to make the final determination of exclusion due to illness.

NOTICE OF EXPOSURE & REPORTING DISEASE

If your child is exposed to a communicable disease, a notice will be posted and sent home with children. If your child becomes ill with a communicable disease, please notify the On-Site Supervisory immediately.

In the event a child is reported to have a communicable disease, the Quest Director will notify the health department.

HANDWASHING

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in schools and child care centers such as flu, diarrhea, and pink eye. Your child will be expected to wash their hands:

- Upon arriving at the ASP
- Before and after meal times
- After using the restroom
- After handling bodily fluids (mucus, blood, vomit)
- After coming indoors from the playground

Warm, running water (no colder than 60 degrees) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

MEDICATIONS

Fremont ASP will follow Fremont Public School Board of Education Policy on medication administration.

Fremont ASP will not share medication with the building office. Students who need medication administered during the ASP program must have a medication control form filled out and signed by a physician.

Medication must be given to the ASP program in the original prescription bottle and will be stored in a locked area at all times.

Medication will only be administered by trained ASP staff.

DOCUMENTATION OF ACCIDENTS/INCIDENTS

Staff members shall document accidents and incidents that occur at ASP using an Accident or Incident Report. If the injury is serious, a parent will be contacted before pick-up. The parent will be asked to sign the report the same day as the incident. All accident/incident reports will be placed in the student's file.

DOCUMENTATION OF HEALTH INCIDENTS

Each time a parent is contacted regarding an ill child or symptoms of illness, a Health Incident Form will be completed. A copy can be given to the parent if requested. The form will be placed in the student's file.

DOCUMENTATION OF ALLERGIES

A child with allergies must have an Allergy Action Plan posted in a visible location in the classroom. All staff working in the program must review the Allergy Action Plan to ensure the understanding of emergency procedures should the child have an allergic reaction. All allergic reactions must be documented with a Health Incident Form.

DOCUMENTATION OF SPECIAL HEALTH CARE NEEDS

An Emergency Care Plan will be kept on file for any child with special health needs (seizures, etc). A copy of the Emergency Care Plan must be kept in the classroom emergency binder. All staff working in the classroom must familiarize themselves with this plan, should an emergency arise. If necessary, staff will receive training regarding a child's specific health care needs.

EMERGENCY MEDICAL/DENTAL PROCEDURE

It is important that parents complete and update, as needed, the Child Information Record. This form contains contact information for both the parents as well as the

individuals authorized to pick up the child in the event of illness or emergency. In addition, this form allows Fremont ASP to seek emergency medical or dental care from authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and to make sure to update this information when necessary.**

- If a child becomes ill or injured after arriving at the center, the On-Site Supervisor will attempt to contact the parent (s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons will be called.
- Children who are ill or seriously injured will remain under the supervision of a staff member until a parent arrives.

If the child requires immediate medical attention:

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911.
- A staff member who witnessed the emergency will accompany the child to the hospital, bringing the child's Information Record with them.
- The On-Site Supervisor will contact the parent(s).

MANDATORY CHILD ABUSE REPORTERS

As child care professionals who interact with children on a daily basis, each staff member of Fremont ASP is a mandatory child abuse and neglect reporter and must contact the State of Michigan whenever abuse or neglect is suspected.

AFFIDAVIT POLICY

At times, families may be dealing with difficult situations at home. When legal matters are present in the home, families may need to collect affidavits from their legal team. Due to the nature of the relationship between caregiver and child, families may choose to ask FPS ASP staff members to provide such a statement. Our program's priority is providing the best possible care when children are away from home and our focus will remain on the child, making sure all their needs are met during what could be a difficult time at home. ASP staff members will not provide written statements or affidavits of a professional nature to families.

Guidance Strategies

Every adult who cares for children has a responsibility to guide, correct and socialize children toward appropriate behaviors. These adult actions often are called child guidance and discipline. Positive guidance and discipline are crucial because they promote children's self-control, teach children responsibility and help children make thoughtful choices. The more effective caregivers are encouraging appropriate child behavior, the less time and effort adults will spend correcting child's misbehavior.

Effective guidance and discipline focus on the development of the child. They also preserve the child's self-esteem and dignity. Actions that insult or belittle are likely to cause children to view their caregivers negatively, which can inhibit learning and can teach the child to be unkind to others. However, actions that acknowledge the child's efforts and progress, no matter how slow or small, is likely to encourage healthy development. Teaching children self-discipline is a demanding task. It requires patience, thoughtful attention, cooperation and a good understanding of the child. ASP staff will use only positive guidance techniques.

Each building's ASP program will follow the school day policies as close as possible to provide consistency to the children; however, please understand that behavior issues that occur during ASP will not be addressed by the school day staff. Concerns with behaviors need to be addressed to the On-Site Supervisor or Quest Director.

A copy of each ASP's discipline policy will be available from the On-Site Director.

RESPONDING TO MISBEHAVIOR

Below are strategies ASP staff will use to respond to child misbehavior.

- **Redirection**
This strategy should be used most frequently when working with children. If a child is not following the rules or being uncooperative, staff will quickly get the child's attention and introduce another activity.
- **Logical consequences**
These are structured consequences that follow specific misbehaviors. The child should be able to see how the behavior and the consequence are directly related. For example, Andrew is standing on his chair at lunch. His teacher should remind him that if he stands on his chair, he could fall and get hurt; this will make him sad.
- **Participate in the solution**
If a child damages something, he/she needs to help in fixing it or in cleaning up. If a child causes someone distress, he/she should help in relieving that. For example, "It made Brandon very sad when you told him he wasn't your friend anymore. Please come apologize and help me make him feel better."
- **Natural consequences**
Allowing children to experience the consequences of their behavior is also called learning the hard way. For example, Laura does not put her books back in her school bag after she finishes reading. One day she loses a book, and therefore must find a way to replace it. Natural consequences are used only when they will not endanger the child's health or safety.
- **"Take a break" (Time Out)**
In some instances, a child may need to be removed from a particular situation in which he/she has become overwhelmed or violent. The child should be directed to "take a break" or sit in the "calm down chair." This strategy gives the child a chance to calm down, regain control, and reflect quietly on her or his behavior away from others. Once the child has calmed down, staff should talk with the

child about the actions that led up to and resulted in needing a break or being sent to the calm down chair. For example, "Hannah, we have talked often about how hitting is not acceptable. But because you hit John, please leave the blocks center and go to the calm down chair. I will talk to you when you are ready."

If these actions do not help in reducing or changing behavior the following will take place:

1. Staff will report behavior and what strategies have been attempted to the On-Site Supervisor. The On-Site Supervisor will observe the child and meet with the staff member to develop a behavior management plan.
2. The behavior management plan will be discussed with the parent and then put into practice.
3. The On-Site Supervisor and staff members will evaluate the behavior management plan. If needed, adjustments will be made.

** If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the program for a period of time.

Home and After School Program Partnership

NEWSLETTERS

A monthly newsletter will be available at the sign out area. This newsletter provides you with general information and announcements about the center. If the On-Site Director has your email address on file, a copy of the newsletter will be emailed to you.

PARENT PARTICIPATION

Parent participation is strongly encouraged in our program. Some possible opportunities to participate and contribute to your child's ASP experience:

- Field Trip Supervision
- Leading or assisting special projects (sewing, carpentry, cooking, etc)
- Volunteering

PROGRAM EVALUATION

Fremont ASP asks parents to complete a program survey/evaluation twice a year. The information gathered by these anonymous surveys is used by the staff to develop goals of our center and to improve the overall quality of care at our center. A parent's point-of-view is different from a staff's point-of-view. Therefore, parent feedback on the program evaluation is very important to the success of our program and satisfaction of our families.

QUESTIONS/CONCERNS

If you have a question or concern, do not hesitate to bring it to the attention of the On-Site Supervisor. If the concern is not resolved, the Quest Director, Tracy Sanchez, can be reached at 231-924-0470 ext. 8241 or by e-mail at tsanchez@fremont.net. The director is available to assist parents and staff in resolving concerns.

FEES AND BILLING POLICIES

REGISTRATION FEE

A \$5.00 non-refundable registration fee per child shall be submitted with your registration form. The registration fee is not covered by scholarship.

TUITION RATES

Tuition for the ASP will be determined on a yearly basis. Please see current ASP Fee Schedule for current rates. Scholarships for families receiving free and reduced lunch are available.

Accounts more than 30 days past due may have their ASP services suspended until payment in full is received.

SCHOLARSHIPS

Families which receive free and reduced lunch are invited to fill out a scholarship form. Once approved, tuition rates are discounted 25% for reduced lunch families and 50% for free lunch families.

Scholarship discounts do not apply to Daily Drop in Rate, Half Day Care, Late Pick up Fees, Late fees, NSF Check Fee or Registration fee.

LATE PICK UP FEE

ASP closes at 6:00 p.m., Monday through Friday. Parents will be charged \$5.00 for every 5 minutes a child is present after 6:05 p.m.

RETURNED CHECKS/INSUFFICIENT FUNDS

All returned checks due to insufficient funds will be charged a \$30 fee. If a check is returned, payment for that check must be by cash or money order. Repeated incidents of returned checks could result in family no longer being able to pay by check.

DELINQUENT ACCOUNTS

Families that are more than 30 days behind in payments may have their ASP services terminated. A payment plan must be agreed upon between the Family and ASP before an account will be considered "in good standing" and no longer eligible for termination.

All bills are due by the last school day of each month. Those accounts with outstanding balance of \$25.00 or more on the 10th of any month will be subject to a \$5.00 late fee charge.

Families with outstanding balances of \$25.00 or more at the beginning of the next school year will not be able to enroll in the program until the entire balance is paid and a deposit of one month's tuition is paid.

PAYMENTS

ASP accepts cash, checks or money orders. Checks or money orders should be made payable to FREMONT PUBLIC SCHOOLS.

Payments can be made to On-Site Director or at the Quest Educational Program building. School offices and teacher will not take payments. Please do not send money with your student.

If mailing a payment, please mail to:

Quest Educational Programs
Attn: ASP
350 W Cedar Street
Fremont, MI 49412

WITHDRAWAL POLICY

It is the responsibility of the parents to notify the On-Site Director on their decision to withdraw their child from the program. ASP will continue to bill for ASP services until we have received notification of child dropping from program.

Emergency Procedures

EMERGENCY MEDICAL/DENTAL PROCEDURE

It is important that parents complete and update, as needed, the Child Information Record. This form contains contact information for both the parents as well as the individuals authorized to pick up the child in the event of illness or emergency. In addition, this form allows Fremont ASP to seek emergency medical or dental care from

authorized care providers in the event of serious injury. **It is the responsibility of the parent to complete this form and to make updates to this information when necessary.**

- If a child becomes ill or injured after arriving at the center, the On-Site Supervisor will attempt to contact the parent (s) at all available telephone numbers. If a parent cannot be reached, the individuals listed as emergency contacts/authorized pick up persons will be called.
- Children who are ill or seriously injured will remain under the supervision of a staff member until a parent arrives.

If the child requires immediate medical attention:

- The staff member who witnessed the emergency situation will remain with the injured child and instruct someone else to call 911.
- A staff member who witnessed the emergency will accompany the child to the hospital, bringing the child's Information Record with them.
- The On-Site Supervisor will contact the parent(s).

FIRE, TORNADO, BOMB OR OTHER EMERGENCY SITUATIONS

Fire and Tornado warning procedures are posted near the exits of each classroom and gymnasium. Fire and tornado drills are conducted throughout the program year.

In the event of a fire, bomb threat, or other evacuation emergencies, the children and staff will immediately leave the building and meet at a place designated for each building. In case of a tornado, each classroom has a designated area to seek shelter until the emergency is over. Parents will be called as soon as safely possible following an emergency situation.

For the safety of children, parents, and staff, we ask that parents do not attempt to pick up their child during an emergency situation.

INTRUDER/LOCKDOWN POLICY

In the event of an intruder or lockdown, ASP will follow FPS lockdown procedure. Children will not be released until the lockdown is cleared. Parents will be contacted with information as soon as safely possible.