

## Project Youth Sites and Phone Numbers

Billing Telephone- 466-5190

\*Please leave a message and we will return your call

### Edward Fenn After School Program

Jen Buteau- Program Director

Telephone- 466-5190 ext 7

[jen.buteau@frc123.org](mailto:jen.buteau@frc123.org)

Lindsay Demers- Site Director

Telephone- 723-6026 (cell)

[lindsay.demers@frc123.org](mailto:lindsay.demers@frc123.org)

the family  
resource center 

## Edward Fenn After School Program

## Parent Handbook

### Family Resource Center Mission Statement:

To build healthier families and stronger communities through positive relationships, programs and collaborations in the North Country.

If you are interested in more information about The Family Resource Center, please check out our website: [www.frc123.org](http://www.frc123.org)

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**Project Youth Goals:**

1. Raise academic achievement for youth
2. Improve social/emotional well-being for students and families
3. Increase parent and community engagement with school, afterschool and the student learning process

**Program Schedules:**

After School Program is open Monday through Friday. Programs are not open on holidays days and vacations. Please **Note: Weather may cause unscheduled closings.**

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**School Rules:**

The After School Program abides by the rules set in place by each school.

Personal Belongings:

Students’ use of cell phones and other similar electronic communication devices is prohibited during the Afterschool Program. Students are encouraged to leave phones, iPods, and such electronic devices in their backpacks during this time.

**Volunteer Recruitment:**

The After School Program welcomes volunteers to serve as positive role models for youth and set good examples for their actions and behavior. We encourage parents, community members at large, college students and high school students to participate in the After School Program and share their talents with the students.

**Program Closure Procedure:**

If the After School Program closes for any reason, you will be contacted by Call Multiplier which is an automated call system.

- **Note:** If you have questions or your child’s program cancellation plans have changed, please call your Afterschool Program Site Director, NOT THE SCHOOL.
- **Note:** If we do not have your current phone number you will not be notified of program closures.

### **Attendance Schedules & Wait Lists:**

If the expected attendance days for your child changes, you must notify the Site Director immediately. If your child fails to attend on the agreed upon days, your slot may be given to another child who is on a wait list.

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### **Homework Help:**

All students attending the After School Program are enrolled in homework help and have the opportunity to complete their assignments. Sessions are staffed by Project Youth staff and certified teachers. We are not responsible for turning in students' homework. **(Please do not assume that all work is accurate and complete because your child attends the After School Program. *Parental involvement is vital and strongly recommended for academic and social success!*)**

### **Academic Enrichment Activities:**

The enrichment activities that are offered daily are age-appropriate and hands on. They are designed to improve self-esteem and social skills, create future-oriented goals, practice critical thinking and emphasize healthy choices. All enrichment activities link with the NH Common Core Standards.

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### **Communication:**

It is important that parents, students, and site directors communicate with one another to ensure a safe and positive environment. This includes having up-to-date contact information. If you have any comments, questions, or concerns please contact the Site Director at the appropriate site.

#### Updating Information:

Parents are responsible for notifying The Family Resource Center of any change to their child's record including phone numbers, address, emergency and authorized pick-ups, billing, and changes to other pertinent information. **Correct phone numbers are critical! Without a working number you will not receive program closure notices.**

### Student Supervision & Discipline:

Students must be in the sight of program staff at all times unless given permission by a staff member to leave supervision. Students may not go into hallways, classrooms, offices, or outside unless accompanied by a staff member.

The After School Program uses positive discipline techniques and views discipline as an opportunity to guide behavior. We will **not tolerate** the following:

- Foul Language
- Bullying and/or harassment of any students or staff
- Physical or verbal abuse
- Smoking or use of any illegal substance
- Inappropriate use of the computers and/or internet
- Vandalism
- Stealing
- All safety issues will be addressed immediately! Students may be sent home if deemed necessary.

We do recognize that students may have had a bad day and may act out in negative ways. When this happens, behaviors will be addressed by staff as follows:

- Speak quietly and directly to the student(s).
- Invite the student to leave the room for private discussions if other students are around.
- Ask the student to express their feelings: staff will listen to the student, then evaluate the situation.

- If the student continues with negative behavior, notify the parent via phone.
- If necessary, follow-up with a written incident report.
- If negative behaviors continue, call parent and set up a meeting (include the student). The student cannot return to the program until this meeting occurs and a behavior plan is in place.

Students who demonstrate violence, and/or threaten other students or staff, may be dismissed immediately and permanently from the program.

### Daily Schedule:

#### Edward Fenn Afterschool Program

2:45-3:00 Snack/Social Time

3:00-3:15 Outside Time

3:15-4:00 Homework Club/Activity Centers

4:00-5:00 Academic Enrichment Activity Clubs /Extra Homework Help

5:00-5:15 Clean-up

5:15-5:30 Special Projects & Dismissal

