



Save the Children

2024-2025

Parent Handbook

Since 1932, Save the Children has helped rural communities across the U.S. invest in the greatest resource they have to create a better future: their children. We are committed to addressing children's unmet needs – going where others cannot, filling critical gaps in services and delivering scalable solutions to the challenges children and families face. Our programs work to ensure that children in America's rural communities have a healthy, strong foundation that will enable them to thrive as learners and in life.

What we do in afterschool:

Afterschool programs make a real difference for children in rural communities by improving academic achievement, strengthening the importance of maintaining a healthy lifestyle, keeping them safe and helping working caregivers. This is especially true for children who are at the greatest risk for failure. A meta-analysis of 68 afterschool studies concluded that high quality afterschool programs can lead to improved attendance, behavior and coursework. Students participating in a high quality afterschool program went to school more, behaved better, received better grades and did better on tests compared to non-participating students (Durlak, Weissberg, & Pachan, 2010).

We offer rotations for Emergent Reader, Developing Reader, and Math, and Healthy Choices. In addition to the above-mentioned components, if your child participates in a LEAPS/21st CCLC program, 30 minutes of Math and/or enrichment is offered as well as STEM and Homework help.

*****Please see attached rotation schedule*****

	A	B	C	D	E	F
1		GIRP	RAVFL	MATH	Emergent	Healthy Choices
2	3:10 - 3:15	Attendance Bathroom	Attendance Bathroom	Attendance Bathroom	Attendance Bathroom	Attendance Bathroom
3	3:15 - 3:30	Snack	Snack	Snack	Snack	Snack
4	3:30 - 4:00	3	2	4	1 (Skills)	K
5	4:00 - 4:30	2	4	3	K (Skills)	1
6	4:30 - 5:00	4	3	1	K (math)	2
7	5:00 - 5:15	Help w/ HC	Help w/ Emergent	2	K/1 Read aloud	3,4
8	5:15 - 5:30	Dismiss Clean up	Dismiss Clean up	Dismiss Clean up	Dismiss Clean up	Dismiss Clean up
9	5:30 - 5:45		Planning	Planning	Planning	Planning

Program Hours of Operation:

Please keep in mind that if school is dismissed early, there will be no after-school programming. If school is closed for inclement weather, there will be no afterschool programming.

Monday - Thursday 3:15 p.m. - 5:30 p.m.

Friday 3:15 p.m. - 4:30 p.m.

Child Enrollment Forms:

Enrollment/child information forms must be completed and on file with the program's office for the child to be enrolled and attend. New enrollment forms must be filled out every year and updated each January.

Pick Up of Children:

Please check with your Program Coordinator for the specific location. All children must be personally checked-out from the program in the afternoon by means of a sign-out sheet. Children will not be released to anyone whose behavior may place the child(ren) at immediate risk. Children will not be released to any person other than the parent or other persons authorized to pick up the child as indicated on the enrollment form. Notify the Program Coordinator in writing if a person other than those authorized will be picking up a child.

*****Pick is from cafeteria doors at 5:15 p.m. on Monday - Thursday, Friday at 4:15 p.m. Please be sure you're on time to pick up your child each day.**

Attendance Policy:

Attendance is crucial for your child to succeed in our program. It has been found that intensity and duration are necessary for students to have improvements in report card grades, behavior, and state assessment scores. If your child(ren) misses more than 10 consecutive days of the program, they will be withdrawn from the program. Also, they cannot attend sporadically. They must attend at least 4 of the 5 days each week to stay enrolled.

Early Release Policy:

Children should, optimally, attend every day to gain the most academic growth. If your child must be picked up early, and in order to accomplish fewer program disturbances, you will be required to fill out an early release form for each early dismissal.

This form will need to be completed and submitted prior to ALL early pick-ups for regularly scheduled events such as team sports or scheduled appointments.

*****Please send me a REMIND message to let me know if you're picking up your child early.*****

Parent Involvement Notice:

Families are a crucial part of the after-school program. Family nights, newsletters about program activities, bulletin boards with announcements, and individual feedback to parents on each child's participation in the program will help in creating the best experiences for the children in the program. Parent suggestions on enrichment offerings are always appreciated. The Program Coordinator will keep parents informed about special events in the program through postings and newsletters.

It would be helpful to keep our program informed of any changes which may occur in a child's environment such as illness in the family, a change in living location or any other stressful situation that may be important to the child. The staff will be able to better meet the needs of the child if they are aware of these situations.

Medication Policy:

If a child must be given daily medication (such as ADD/ADHD, seizure medicine, inhalers, or Epi-pens), a medication form must be on file with the school office **AND** Save the Children Program Coordinator. This form must have clearly stated instructions such as the name of the medication, dosage, and time of day to be administered. The instructions should include the physician's signature. The medication must be given to the Program Coordinator in a prescription bottle. If your child requires an Epi-Pen or Inhaler, Save the Children staff will need to have access to these afterschool. Most of the time, the school nurse/office is closed after school and the Save the Children staff will not have access to the medication, therefore two will need to be provided. Antibiotics and over the counter medications such as cough syrup, aspirin, and cold medicines **CANNOT** be administered in the program.

Broken/Lost/Stolen Items Policy:

The program strongly discourages children from bringing toys/personal items from home. The program will not be responsible for broken, lost or stolen items (including toys, clothing, backpacks, books, food items, eyewear, money, electronic items, cell phones, jewelry, and any other personal item brought into the building). **Personal cell phones and gaming devices are strictly prohibited during after school hours.**

Withdrawal Policy:

The program reserves the right to withdraw a child for any of the following reasons:

- Repeated failure of parents to pick the child up from the program on time.
- Failure to provide the Program Coordinator with current emergency/medical information as stipulated by state licensing.
- 10 absences
- Continuous disciplinary problems.
- Inappropriate conduct of parent or guardian.

If a child is dismissed from the program, he/she is not eligible for re-enrollment for the duration of the school year.

Discipline Policy:

Children enrolled in the program are expected to exhibit behavior which does not disrupt or interfere with the school climate or the learning process and social interaction of other children. The program staff will enforce school rules throughout the program hours. Parents will be notified in writing when a major discipline problem occurs. It is imperative that parents work with the Program Coordinator to correct any behavior that is interfering with the child's success in the program. This helps to keep the program fun as well as instructionally sound.

******Please see attached copy of Rules, Consequences, and Rewards******



Save the Children

Parent Handbook Acknowledgement Form

Please initial that you have read and received the attachments for the following sections of the parent handbook.

- Rotation Schedule
- Program Hours of Operation
- Child Enrollment Form
- Pick-up Procedure
- Attendance Policy
- Early Release Form
- Parental Involvement Notice
- Medication Policy
- Broken/Lost/Stolen Items Policy
- Withdrawal Policy
- Discipline Policy- Rules, Consequences, & Rewards

By signing below, you have read the Save the Children Parent Handbook in its entirety and understand and agree to abide by the policies and procedures outlined within the handbook; and furthermore, will direct questions, if any, to the Program Coordinator: Jameszina Rucker (Ms. Jazzy) at 423-623-2288 or ruckerj@cocke.k12.tn.us. We would love for your child to join us for afterschool.

Child's name (Please Print)

Parent/ Guardian Signature

Date



Afterschool Programming



Save the Children.



Emergent Reader (K-1)

Activities & Skill Focus:

- Phonics & Phonemic Awareness
- Reading Together Poems - Reading Fluency
- Letters, Sounds, & High Frequency Words
- Read-Alouds
- Vocabulary



Developing Reader (2-6)

Activities & Skill Focus:

- Guided Independent Reading Practice (GIRP)
- Read-Alouds
- Vocabulary
- Fluency



Math (K-6)

Activities & Skill Focus:

- Math Talk - *Math Strategies & Reasoning*
- Hands-On Learning - *Problem Solving*
- Basic Fact Fluency - *Add./Sub., Mult./Div.*



Healthy Choices (K-6)

Activities:

- Snack
- Physical Activity
- Nutrition Lesson

Children will participate in 30 minute rotations during the afterschool program.