



Cornell Cooperative Extension
Franklin County
After School Program Handbook
2023-2024
Grades: K-6
Ages: 5-12

Table of Contents

2023-2024 After School Program Handbook Summary	3
Bulldog Hour/Panther Hour and 4-H Guiding Statements	5
Program Schedule	6
2023-24 After School Program Enrollment Instructions	7
Educational Curriculum	8
Monthly Topics	8
Weekly 4-H Curriculum Themes:	8
Sample weekly activities:	9
Sample daily activity:	9
Policies and Procedures	10
Program Fees	10
Payment Policy.....	10
Registration Policy	10
Health Care Plan.....	11
Accident / Incident Reports:	11
Absence.....	11
Arrival & Pick-Up.....	12
Emergency Plan.....	12
Electronics Policy	12
Lost and Found.....	13
Code of Conduct	14
Disciplinary Procedure	14
Child Abuse and Mistreatment:	15

2023-2024 After School Program Handbook Summary

Cornell Cooperative Extension of Franklin (CCE Franklin) After School Programs (Bulldog Hour/Panther Hour) are designed to complement the daily activities of school age children. We provide a healthy, safe, secure environment for all participants. Our After School Programs promote the core values of honesty, caring, respect, and responsibility.

- **Hours of operation:** Monday – Friday from district dismissal until 5 p.m.
- **2023-24 program fee:** \$12/child/day
 - Preregistration and prepayment are *required* by Thursday the week *prior* to attendance.
 - Program will not operate on half-days or when school is not in session (due to breaks or inclement weather)
- All enrollment forms must be submitted using the MyProcure website prior to attendance.
- Payment options: Credit card and ACH (online and at program)
 - Optional: Autopay with credit card or ACH
 - Cash and checks will *only* be accepted at the CCE Franklin Office during normal business hours.
- Late pick-up fee: \$2/minute
- Bulldog Hour/Panther Hour will include a daily activity using 4-H Positive Youth Development curriculum.
- All participants must follow the Code of Conduct including a strict no electronics policy (except schoolwork and emergencies).

Contact Information:

Cornell Cooperative Extension of Franklin County
355 W. Main Street
Suite 150
Malone, NY 12953

Phone: (518) 483-7403

Email: franklinasp@cornell.edu

Hours: Mon-Fri 8 a.m.- 4 p.m.

After School Program Leadership,

Kim Trombly
Association Team Leader

Scott Gordon
Executive Director

Contact Information

Cornell Cooperative Extension of Franklin County

355 W. Main Street

Suite 150

Malone, NY 12953

Located in the Franklin County Courthouse

Office Hours: Mon-Friday 8:00 a.m. – 4:00 p.m.

Program Hours: Mon-Friday 2:00 p.m. – 5:00 p.m.

Office Number: 518-483-7403

General email: franklinasp@cornell.edu

Website: <https://franklin.cce.cornell.edu/4-h-after-school-programs>

Key Office Staff:

Kim Trombly – Association Team Leader

krt53@cornell.edu

Scott Gordon- Executive Director

sag293@cornell.edu

Key After School Staff:

Panther Hour: Tina Aubrey

Bulldog Hour: Rose Fillion

Our Staff

All staff members are carefully screened and selected based on:

- Experience & Skills
- Certifications & Education
- Character
- Enthusiasm
- Love of working with children

All staff follow staffing qualification guidelines to meet both Cornell University and NYS Office of Children and Family Services standards. Extensive interviews and three personal/professional reference checks are completed for all staff. Staff are only permitted to work at our After School Programs after being cleared by the Central Register Clearance System and the NYS Office of Child and Family Services. All staff are required by the Office of Children and Family Services to complete thirty hours of training every licensing period.

Bulldog Hour/Panther Hour and 4-H Guiding Statements

4-H Way

4-H empowers young people with the skills to lead for a lifetime.
It's a research-based experience that includes a mentor, a hands-on project,
and a meaningful leadership opportunity.

Cornell Cooperative Extension of Franklin County's Commitment to Our Customers

We value our relationship with you.
We seek to understand and meet your needs.
We communicate clearly and thoughtfully.
We provide quality programs and services.

Inclusiveness Statement

Cornell Cooperative Extension of Franklin County Bulldog Hour/Panther Hour realizes the dignity and worth of each individual and works to eliminate human barriers based on all assumptions which prejudge individuals.

Civil Rights Law

Cornell Cooperative Extension of Franklin County Bulldog Hour/Panther Hour does not discriminate in the registering of children due to race, religion, color, creed, economic status, national origin, physical and mental handicap, or gender as per A.S. 18.80.230 and AMC 5.20.50 and Cornell Cooperative Extension of Franklin County policies.
Cornell Cooperative Extension of Franklin County is an equal opportunity employer and provider.

Program Schedule

Daily Schedule

2:00-2:30 Check-in
2:30-3:00 Free time
3:00-3:30 Snack
3:30-4:00 Daily educational/physical activity
4:00-4:30 Dedicated academic time
4:30-5:00 Free time/Pick-up

ASP Hours

The hours of operation for Bulldog and Panther Hour run Monday – Friday and start at district dismissal until 5pm.

After School Programs will not run on half-days or during school breaks. Program will also not run on days when school is dismissed early, or activities are cancelled due to inclement weather.

If a child is not picked up by program closing, there is a fee of \$2 for each additional minute.

Fire Drills

A monthly fire drill will occur on the first Wednesday of each month per OCFS regulation 414.4(b)(1).

Shelter in Place Drills

A shelter in place drill will occur on Monday, October 2, 2023, and Monday, March 4, 2024 per OCFS regulation 414.5(4)(5).

2023-24 After School Program Enrollment Instructions

1. Visit the Cornell Cooperative Extension of Franklin County After School Program website: www.franklin.cce.cornell.edu/4-h-after-school-programs
2. Click on the “Register for 2023-24 After School Programs” button
3. Follow the instructions on the online registration portal:
 - a. Input a valid email address and click “Go”
 - b. You will receive an emailed confirmation number- input that number where indicated and click “Go”
 - c. Input your contact information and click “Save & Go to Step 2”. Please note: name, address, and phone number are required
 - d. Input your child’s information and click “Save & Go to Step 3”
 - e. Add emergency contact information. Please add at least one additional emergency contact and follow the instructions on the online form.
 - f. Review the information and click “Submit”
4. After you finish registration, your application will be approved by a CCE Franklin Staff member within one (1) business day, and you will then be able to finish enrolling your child. Additional instructions will be sent to your email when you are eligible to finish enrollment.

Educational Curriculum

CCE Franklin After School Programs (Bulldog Hour/Panther Hour) are designed to complement the daily activities of the school age children. Children will engage in a variety of age-appropriate experiential learning activities designed to keep them active and engaged in the learning process. They will learn about geography and cultures, citizenship, animal science, the arts, agriculture, growing food and healthy ecosystems, as well as the importance of good nutrition and preparing food from scratch. Rotating monthly topics will be brought to life using weekly themes based on 4-H Positive Youth Development curriculum focused on STEM/STEAM, agriculture, civic engagement, and healthy living. Daily physical or educational activities will complement weekly themes.

Monthly Topics

September: Science Fair

October: Colors of Fall

November: Healthy Harvest

December: Giving Back

January: Winter Wonderland

February: Hearts and Stars

March: Visual Arts

April: Around the World

May: My Backyard

June: Summer Fun!

Weekly 4-H Curriculum Themes:

Week 1: STEM/STEAM

Week 2: Agriculture

Week 3: Civic Engagement

Week 4: Healthy Living

Sample weekly activities:

Monday: Fall Leaf Crowns

Summary: Students will use collected leaves to form a wearable crown

Tuesday: Crayon Leaf Rubbing Cards

Summary: Students will use collected leaves to create impression rubbings using crayons. Students will work together to create enough leaf rubbing cards to fill a standard deck of cards.

Wednesday: Leaf Splatter Prints

Summary: Students will tape a leaf to a piece of paper and use an old toothbrush dipped in paint to splatter paint around the leaf. When the paint is dry, the leaf will be removed leaving the silhouette of a leaf surrounded in paint.

Thursday: Cloth Leaf Poundings

Summary: Students will arrange fresh leaves beneath pieces of cotton cloth. Students will pound the leaves onto the cloth using an age-appropriate wooden mallet to leave an impression on the fabric.

Friday: Leaf-Print T-Shirts

Summary: Students will paint the vein side of leaves with fabric paint and will press the painted leaves onto t-shirts to create a design.

Sample daily activity:

Title: Crayon Leaf Rubbing Cards

Materials: Leaves, index cards, crayons, tape

Directions:

1. Have students place their favorite leaf, vein side up, on their desks.
2. Have them place a piece of paper over the leaf and secure the edges of the paper with tape (optional).
3. Using the side of the crayon, have them color over the surface of the paper.
4. As they rub their crayon, a leaf impression magically appears.
5. Students will work in small groups to create a deck of leaf rubbing cards.
6. Each student will make four rubbings of his/her leaf with the same color crayon.
7. They will need 13 sets of these groups of four plus create some creative "joker" cards to complete the deck.

Policies and Procedures

Cornell Cooperative Extension of Franklin County After School Programs (Bulldog Hour/Panther Hour) provide a healthy, safe, secure environment for all participants. We are regulated under NYS Office of Child and Family Services statute 414-SACC. Our After School Programs promote the core values of honesty, caring, respect, and responsibility. Children who attend our programs are expected to follow the policies and procedures below and interact appropriately in a group setting.

Program Fees

CCE Franklin's After School Programs are participation funded programs. We use program fees to cover robust, fun, enriching curriculum based on the 4-H Positive Youth Development model.

2023-24 Program Fees: \$12 per child per day

Payment Policy

All program fees *MUST* be received prior to your child(s) attendance at Bulldog Hour/Panther Hour. *No exceptions will be made.* If payment is not made, students will not be allowed to attend program and other childcare will need to be arranged. CCE Franklin holds certifications for all After School Programs for payment support available through your local DSS. **The income threshold to qualify for payment support was recently increased.** As of June 1, 2023, a family of 4 making less than \$90,000 may qualify for assistance. We encourage families to put their tax dollars to work and to explore these payment supports.

Information on payment support can be found here:

<https://ocfs.ny.gov/programs/childcare/ccap/help.php>

Registration Policy

Enrollment in Franklin CCE After School Programs (Bulldog Hour/Panther Hour) is an ongoing process and we accept applications throughout the school year. Care is provided on a first come, first served basis. All enrollment forms must be submitted to the Franklin CCE Office the Thursday of the week prior to a student attending program for the first time. All forms must be submitted through the MyProcure website.

Detailed information on how to register participants can be found in the "2023-24 After School Program Enrollment Instructions" section of this handbook.

Registration for each program week will close the prior Thursday at 5:00 p.m. To ensure the safety of students and adequate staffing per NYS Office of Child and Family Services regulations, *preregistration will be absolutely mandatory for the 2023-2024 school year.* Students not registered *will not* be allowed at program. *No exceptions.*

Health Care Plan

CCE Franklin has an approved health care plan per the NYS Office of Child and Family Services OCFS Regulation 414.11(c)(1). The health care plan has procedures that are followed if a child gets sick during program time. If a child becomes sick, we will call and inform the parent/guardian of the situation.

Criteria for exclusion of children who are ill (immediate pick-up will be requested if the child is at a program)

- The child is too ill to participate in program activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other youth.
- An acute change in behavior – this could include a lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
- Fever – Temperature at or above 100° orally.
- Head lice until after the first treatment (Exclusion is not necessary before the end of the day)

For a full list, please refer to the Program Health Care Plan.

Children with specific food allergies must have a physician's written note with recommendations on file. This will help the staff know the recommended best methods to help accommodate for the allergies.

Accident / Incident Reports:

Children sometimes receive bumps and bruises as part of their daily routines. An accident report will be completed by a staff person when a child is injured and needs to receive First Aid. The report is filed with the Program Director by the end of the program day. When an injury is caused by another child, an incident report will be completed and parents will be notified by the staff. All reports are filed in the child's file. The staff will use basic First Aid procedures for all bumps and bruises. If more care is needed, the parent will be notified and asked to seek additional care with the child's physician.

If a child requires immediate attention, 911 will be called and the parent / guardian will be contacted. The child will be transported by ambulance to the most appropriate medical facility. If the parent is unable to accompany the child to the hospital, the Director or a staff member will remain with the child until a parent/guardian arrives.

Absence

If a child is absent from school due to sickness, they may not attend After School Program. If a child is absent for a scheduled appointment, they may be brought to After School. If a child is

absent from After School Programs, the full rates will remain unchanged. Parents are requested to notify CCE Franklin staff of an absence due to sickness as early as possible. If a child is absent from the after-school program without prior notice, staff will call or text parents/guardians to verify the absence.

Arrival & Pick-Up

Upon arrival to program, staff will take attendance and perform a Daily Health Check (as mandated by OCFS Regulation 414.11(c)(2)(i)).

A parent, guardian, or adult designated on the pick-up authorization must sign out the child at pick-up (PHOTO ID MAY BE REQUIRED). *Please submit a copy of custodial arrangement if necessary.* In the event of an emergency, please call the Executive Director or designated staff member with a specific description of the adult picking up the child and that person *will be required* to show photo identification at pick-up. Those without photo ID, or persons not noted on the pick-up authorization *WILL NOT* be permitted to pick-up a child under any circumstances.

If a child is not picked up by program closing, there is a \$2 fee for each additional minute. Every attempt will be made to contact either the guardian or the emergency numbers. If the guardian cannot be contacted or the emergency contact numbers cannot be reached, the local authorities will be called to locate the parent or guardian.

Emergency Plan

We have an approved emergency plan per NYS Office of Child and Family Services regulation 414.5(b)(3). A copy of the full emergency plan is kept at program and additional copies are available to parents upon request.

Electronics Policy

Laptops or Chromebooks are permitted only to be used for homework or remote learning assignments (OCFS regulation 414.7(h)). Only programs and websites that are assigned may be accessed. If a student is found to be accessing website or program that is not permitted, the laptop/Chromebook will be temporarily removed from student until parent arrives. When learning assignments are completed, laptops/Chromebooks are to be put away securely in a child's backpack.

Any cell phone brought to program must remain in the student's backpack during the entire scheduled program time unless it is being used to contact a parent or guardian in the event of an emergency. Except for emergency use, if a phone is taken out it will be removed from the student's possession until the parent/guardian arrives. A parent will have to pick the phone up from the Site Supervisor or Program Director. Repeated incidents of a child using their phone during Bulldog Hour/Panther Hour may result in a meeting with the Program Director to review

After School Program policies.

Lost and Found

Lost items are kept in a box in the program room. Parents are welcome to check for any missing articles. At the end of the school year, any unclaimed items will be washed and donated. *CCE Franklin is not responsible for any lost or stolen item(s).*

Code of Conduct

- We are all responsible for our actions.
- We respect each other and our environment.
- Honesty will be the basis for all relationships and interactions.
- We will care for ourselves and those around us.
- No use of profanity, offensive language or name-calling will be tolerated.
- No physical aggression, e.g. hitting, kicking, pulling, fighting, spitting, etc.
- Be enthusiastic, thoughtful, open-minded, and involved.
- Treat others as you would like to be treated.
- Listening & paying attention are mandatory for a safe and fun program.
- Respect others using facilities.
- Complete respect for all equipment, facilities, and grounds is expected.

Disciplinary Procedure

Bulldog Hour/Panther Hour seeks to provide an environment where individuals respect one another, cooperate, and work together. The word discipline means to teach and guide. Discipline is not punishment. The discipline policy therefore reflects an approach that focuses on preventing behavior problems by supporting children in learning appropriate social skills and emotional responses. It is the child's responsibility to follow the established rules. Staff will help children to understand the rules and the reasons for the rules, as well as to reinforce positive behaviors and redirect inappropriate behaviors. Positive discipline focuses on the needs of the child and contributes positively to the child's overall development. Staff members teach children conflict resolution techniques and support them as they become responsible for resolving conflicts among themselves.

To respond effectively when children display challenging behavior, staff will strive to understand typical social and emotional development and behaviors. Measures that prevent behavior problems often include developmentally appropriate environments, supervision, routines, and transitions. When a child is unreceptive to positive reinforcement, redirection, or conflict resolution, a time-out/logical consequence procedure will be instituted.

Disciplinary procedure:

1. Staff will redirect the child to more appropriate behavior.
2. The child will be reminded of the behavior guidelines and rules, and a discussion will take place.
3. The Program Director will be notified of the problem and will meet with the child.
4. If the behavior persists, a parent will be notified of the problem.
5. If a problem persists and a child continues to disrupt the program, CCE Franklin reserves the right to suspend or remove the child from the program.

The following behaviors are not acceptable and may result in the immediate and indefinite suspension of a participant:

- Behaviors that endanger the health and safety of children and/or staff, volunteers and members.
- Stealing or damaging ASP program, off-site, or personal property.
- Leaving the program without permission. This includes running away from staff members.
- Continuous disruption of the program.
- Constant disrespect of staff members.
- Refusing to follow the behavior guidelines and/or rules.
- Acting in a lewd manner.

Child Abuse and Mistreatment:

CCE is committed to a safe, nurturing environment for children to grow and learn in a positive manner. Any abuse or maltreatment of a child is prohibited. CCE will not tolerate any form of abuse or maltreatment by a staff, volunteer, or parent. All staff members are mandated reporters in compliance with Office of Child and Family Services regulations.

Thank you for choosing CCE Franklin After School Programs for your child's care. We understand and appreciate that you have placed your trust in us to watch over your child. Our goal is to provide exceptional care in a comfortable, welcoming, and educational environment for children. We look forward to working together through the 2023-2024 school year.